
The Right to Information

Your right to information when investigating a potential grievance comes from the part of the law that says the employer has a duty to bargaining in good faith. While you may not have thought of grievance handling as bargaining, under the law it is looked at that way. So, you have a right to information from the employer- you cannot prove your case without the facts, and if management has those facts, you should have access to them.

In order to get information, make a specific, written request of the employer and be prepared to explain why you need it. Keep a copy of your letter!!

The employer has an obligation to get information to you in a prompt manner, but they often delay. Keep copies of their responses, and keep requesting the information. The employer has an obligation to get you the information in a form that you can use- but that does not mean it has to be exactly the way you would like it. The employer can require that you keep the information confidential.

For disciplinary grievances:

- all reasons for discipline, or all documentation (including but not limited to e-mails and texts) management relied on or all relevant documents showing proof of cause
- witnesses who supplied information on which discipline was based
- the grievant's personnel file, including all previous discipline issued
- a record of all incidents of a similar nature in the previous 3 years and any such discipline issued as a result of these incidents

For contract interpretation grievances:

- request the employer's notes from relevance bargaining sessions
- dates and contents of union statements upon which the employer is relying

Past practice:

- dates and descriptions of any practices or events that the employer contents support it position

What kinds of documents can I request?

Attendance records, bargaining notes, company manuals or guidelines, customer complaints, disciplinary records, evaluations, interview notes, job assignments/descriptions, payroll records, personnel files, reports and studies, seniority reports, supervisors' notes, training manuals, wage and salary records, work rules and much more!



**For more CNG steward resources or for questions, contact
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