



## INFORMATION REQUEST TEMPLATE FOR DISCIPLINARY CASES

TO: [Supervisor and/or HR, include HR if asking personnel records)

FROM: [Your name/Steward]

RE: Information Request Re: [what's the issue? Ex: Alvarez Unjust Warning, Smith Grievance etc]

DATE: [Date request is being sent]

In order to prepare and process a grievance regarding [issue, ex: recent discipline issued to Grievant] the Union requests the following information **[\*\*Always include points 1, 6 & 7 from the list below. Choose which other items are relevant and modify as needed\*\*]**:

1. [Grievant's name] personnel file OR any disciplinary action in personnel file
2. Copies of all company rules and policies related to [what's the issue that caused the discipline?, ex: time and attendance]
3. Copies of receipt or acknowledgement by [Grievant's name] of [X, ex: time and attendance] rule/policy
4. Copies of any guidance, instruction or memoranda issued to supervisors on how to enforce [X, ex: time and attendance] rule/policy, including email correspondence.
5. Names of witnesses to [x incident, ex: altercation with supervisor]
6. The names of all employees disciplined for [x issue, ex: tardiness], or incidents of a similar nature, within the past [3-5 is standard depending on the scope of the issue] years and the dates and descriptions of any penalties issued for said violations.
7. All reasons and documentation that management **relied** on to make their decision to issue [X discipline, ex: a written warning], including but not limited to: interview notes, emails/text etc.

Please provide all requested information by [X date- 2 weeks from sending]. The union reserves the right to request further relevant information on this matter. Please notify the union immediately if there are questions or difficulties in providing any of this information.

Sincerely,

[Your name/Steward]

CC: [Name of Grievant and CNG Staff Rep]