



NATIONAL POSTAL MAIL HANDLERS UNION LOCAL 300 AFL-CIO-CLC

www.local300npmhu.org
111 John Street, Suite 710, New York, NY 10038
Phone (212) 431-0040 Fax (212) 941-6499

GRIEVANT / UNION

NATURE OF ALLEGATION

Our Reference #: _____

DATE OF REQUEST: _____

TO: _____

TITLE: _____

FROM: _____

TITLE: _____

SUBJECT: REQUEST FOR INFORMATION

I request that the following documents and/or witnesses be made available in order to properly identify whether or not a grievance does exist and, if so, their relevancy to the grievance.

Please Note: Articles 17.3B & 31.3 requires the employer of his agent to make all documents, files and other records necessary for processing a grievance of determining if a grievance exists. Such request shall not be unreasonably denied. Under 8a (5) National Labor Relations Act it is an unfair labor practice for the employer to fail to supply the relevant information for the purpose of collective bargaining. Grievance processing is an extension of the collective bargaining process.

Signature Approving Supervisor - Date

Requester's Signature - Date submitted

cc: file