

Communications
Workers of America
Local 3112
AFL-CIO

594 First Street
West Palm Beach, Florida 33413
561/697-3112 Phone
561/640-7113 Fax



CWA Local 3112 Records Request Form

Company Representative: _____ Date: _____

Records requested by: _____

Grievant's name: _____

The Union requests the following information relevant to above named grievant:

CPSG records (including cover sheet)

- _____ Service Records
- _____ Accident Records
- _____ Attendance Reports
- _____ Training Records
- _____ Evaluations
- _____ All B-Forms

Overtime

- _____ Overtime Equalization Reports
Dates: _____
- _____ Daily OT for Date: _____
- _____ Daily OT Messages

Safety

- _____ Accident Investigation
- _____ Safety Inspections
- _____ Safety Practice in Question
- _____ Safety Coverage's
- _____ Witness Statements
- _____ Unit Comparison w/ Corresponding Discipline
Discipline

Other

- _____ Schedules
- _____ Stand-by Schedules
- _____ All Documentation Related to Discipline

Job Performance

- _____ Monthly Score Cards
Dates: _____
- _____ Daily Score Cards
Dates: _____
- _____ DLETH
Dates: _____
- _____ Unit Comparison w/ Corresponding Discipline

Misconduct

- _____ Company Practice in Question
- _____ Witness Statements
- _____ Security Investigation Report

Attendance

- _____ Attendance Policy
- _____ Current Year Attendance
Report 1001-Employee Attendance
- _____ All FMLA Correspondence
Report 1002-Vacation Balance
- _____ Unit Comparison w/ Corresponding Discipline

_____ Grievant release signature attached

* The Union reserves the right to request further information