

Notification of Grievance and Documentation Request



To: _____ Date Notified: ___/___/___

Aggrieved: _____ Work Location: _____

Date of Occurrence: ___/___/___ Articles Violated: _____

Nature of Grievance: _____

Remedy Sought: _____

Please provide the Communications Workers of America Local 9510 with the following documentation and/or information:

- Worksheets, *specifically*: _____
- Disciplinary Memos, *specifically*: _____
- Commendations, *specifically*: _____
- Training Records, *specifically*: _____
- Medical Records (*release attached*): _____
- Attendance Records, *specifically*: _____
- Performance Reviews, *specifically*: _____
- Time Records, *specifically*: _____
- Overtime Records, *specifically*: _____
- Company Policy, *specifically*: _____
- Department Policy, *specifically*: _____
- Investigation Notes, *specifically*: _____
- Witness Statements, *specifically*: _____

Additional Information: _____

Please provide the requested information no later than _____.

Thank you for your cooperation.

Requested by: _____ Title: _____