

Sample Information Request: Discipline

To: Joe Torres, HR Manager

From: Rick Black, Steward

Re: Mike Jones, Grievance Number _____

Date: January 3, 2022

In order to prepare and process Mike Jones' Grievance no. _____, the Union requests the following:

- ☐ Provide all documents, statements and other material relied upon at time the decision was made to discipline the employee.
- ☐ Identify the rule or procedure violated.
- ☐ We also request a copy of the employee's personnel file, and any and all previous disciplinary records of the employee.
- ☐ Please make available all information the company has regarding the disciplining of other employees for the same misconduct.

Please provide this information by January 8, 2022. If any part of this request is denied or if any material is unavailable, please provide the remaining information by the above date, which we will accept without prejudice to our position that we are entitled to all information requested.

We reserve the right to make subsequent information requests. Failure to comply with this request in a timely manner is a violation of the National Labor Relations Act. The Union reserves the right to file an Unfair Labor Practice charge with the NLRB for non-compliance.