

AMERICAN POSTAL WORKERS UNION, AFL-CIO

REQUEST FOR INFORMATION

To:

Date:

Grievant:

Reasons for Request or Grievance # _____

We request that the following documents and data files be made available to us in order to properly identify whether or not a grievance does exist and, if so, their relevancy to the grievance.

Note: Article 17, Section 3 requires the employer or his agent to make available all documents, files and other records necessary to processing a grievance. Article 31, Section 3 requires that the Employer make available for inspection by the Unions all relevant information necessary for collective bargaining or the enforcement, administration or interpretation of this Agreement. Under 8a(5) of the National Labor Relations Act it is an Unfair Labor Practice for the Employer to fail to supply relevant information for the purpose of collective bargaining. Grievance processing is an extension of the bargaining process

1. **Requesting validated TAC Rings (ETC Everything Report) in electronic format from _____ thru _____. TAC Rings are to be in CSV (Comma Separated Values) and PDF Format only for each individual**
(1) office(s) _____, (2) tour(s) _____ and/or
(3) pay location(s) _____ listed below:

All Clerks ()
or checked DA codes below:
81-3 ()
81-4 ()
81-8 ()
41-0 ()
21-0 ()
21-5 ()
11-0 ()

Note: Rec Site PSE Clerks are 81-2

2. **Clock rings for the following non-clerk bargaining unit employees, if applicable from _____ thru _____. TAC Rings are to be in CSV (Comma Separated Values) and PDF Format only.**

[] Request Approved

[] Request Denied

Signature

Date