



# Communications Workers of America - Local 1000 AFL-CIO

118 South Avenue East  
Cranford, New Jersey 07016-2944  
Tel: (908) 709-1023 • Fax: (908) 276-8921

**Amy Lafferty** - President  
**Joy Van Pelt** - Executive Vice President  
**Lois Eelen** - Secretary-Treasurer

**Dana Hazzard**  
Vice President - North

**Lemale Torres**  
Vice President - South

**Mary Barb Compton**  
Vice President - Traffic

**Warren Hemple**  
Vice President - AT&T Mobility

**REQUEST FOR RECORDS – VERIZON** Grievance Log # \_\_\_\_\_

To: \_\_\_\_\_

This letter shall serve as a request by CWA Local 1000 for information that is necessary and relevant to our investigation and processing of a grievance on behalf of our member(s):

\_\_\_\_\_

*The Union is entitled to this information pursuant to Section 8 (a) (5) of the Labor Management Relations Act of 1947, as amended (LMRA). Please provide the information requested by \_\_\_\_\_. The information we request is checked or listed below:*

**Any and all documentation that was used as a basis for the action taken.**

**ATTENDANCE:** (ISSUE): \_\_\_\_\_

- Absence and Tardiness Calendar \_\_\_\_\_
- Step Discussions (Current and Previous) and FMLA Denial Letters
- Absence Management Tracking System (AMTS) notes
- Other: \_\_\_\_\_
- List of Flexes used
- List of Exempt Days applied

**PERFORMANCE:** (ISSUE): \_\_\_\_\_

- Daily printout of Recorded Call(s) used for disciplinary action, copy of Unredacted Recording(s) and Qfinity Call Log
- Record(s) of discussion(s), whether disciplinary or not
- Appraisal \_\_\_\_\_
- Observation Report(s) and other pertinent documentation
- Agent Login Report and Agent Trace by Location Report
- Investigatory Notes
- Verbatim Notes from Call(s)
- My Info
- Adherence Reports
- Qfinity Screenshots
- Other: \_\_\_\_\_

**MISCELLANEOUS:**

- Exit Interview
- Security Investigative Report and Memorandum of Interview
- Other: \_\_\_\_\_

Signature of Union Representative

Title

Date