



Communications Workers of America - Local 1000 AFL-CIO

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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
- Any current and/or prior 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