



NALC BRANCH 100

4437 WOODVILLE ROAD

NORTHWOOD, OHIO 43619

419-693-8392 [Fax 419-693-0554]

DATE: _____

TO: _____

FROM: NALC BRANCH 100 STEWARD/OFFICER

SUBJECT: Request for information, documents, and or to make witnesses available to process grievances.

Grievance # _____ (if issued or known)

Nature of Violation _____

The union requests that following documents be provided for review to determine whether a grievance needs to be initiated or to support a grievance that has been initiated. Please provide the below indicated information for review to the individual requesting the information at their work location. If the requester is a branch officer please send to the address listed above. The union further request time to prepare, meet, and appeal if necessary this grievance.

- | | | |
|---|---|---|
| ___ Copy of letter of charges. | ___ Review and Concurrence Official. | ___ Restricted S/L notice _____. |
| ___ Past Discipline. | ___ Schedule(s) _____. | ___ OT desire list ___ Qtr. 201__. |
| ___ 2608 for _____. | ___ TACS Emphy All _____. | ___ Posted Equitability ___ Qtr 201__. |
| ___ Request for discipline _____. | ___ TACS Unauthorized OT _____. | ___ Equitability Tracking ___ Qtr, 201__. |
| ___ PDI notes _____. | ___ 3999 for _____. | ___ Medical restrictions _____. |
| ___ Discussion Notes _____. | ___ 1571 for _____. | ___ L/D Job offer _____. |
| ___ Past Discipline _____. | ___ 3971 for _____. | ___ 1769 _____. |
| ___ Prior grievance resolutions. | ___ ERMS report for _____. | ___ Email _____. |
| ___ Time to prepare grievance. Est. time needed _____. | ___ Witnesses listed below and time to interview. | |
| ___ Time to meet with supervisor about grievance _____. | ___ Supervisor attendance records _____. | |

The union does not request paper copies for any information that is possible to be electronically sent via email sent to nalcbranch 100@bex.net or can be transfer by external drive.

- ___ Other
- 1) _____.
 - 2) _____.
 - 3) _____.
 - 4) _____.

If time or information is not provided today indicate Time/Date it will be available _____.

X _____

X _____

USPS Recipient

Date Received