



REQUEST FOR RECORDS

In order to process this grievance, we need the following records. Please understand that we have time limits on processing grievances; therefore, we need these records as soon as possible.

- All CPSG records
- All B-form entries
- All supervisory notes regarding disciplinary issue
- All eLink/3119 attendance records
- Overtime Equalization reports
- Copy of accident investigation, Motor Vehicle/Personal Injury Accident Summary
- Violated Office/Company Policy _____

- Training records
- Appraisals/Evaluations
- Sales/Funnel/CAP/PIP records
- Asset Protection/Security investigation
- Other _____

I hereby give consent to the inspection by any authorized CWA Union Representative of any records kept by the Company which may affect the conditions of my employment, which may include security reports, medical records or opinions, police reports, court records, or reports, or any other information which may be relevant and necessary to allow the Union to protect my rights under the Working Agreement between the Union and the Company. This authorization is given in accordance with the existing agreement between the Union and the Company.

Signed: _____ Date: _____