

International Brotherhood of Electrical Workers

RONALD E. KASTNER
President-Business Manager &
Financial Secy

KEVIN CURRAN
Vice President
Assistant Business Manager



LINDA COX
Recording Secretary

JACQUIE FIELDS
Treasurer

Today's Date: _____

To: _____ (Manager's Name)

Union GR # _____ Company GR # _____

Grievant's Name: _____ NCS Date: _____

Job Title: _____ Work Location: _____

Article(s) violated, including, but not limited to: _____

Description of Grievance: _____

On _____, in order to process the above captioned grievance and to administer the provisions contained in the Collective Bargaining Agreement, the Union requested the following:

The Union also requested a copy of any and all records, files, memorandum, documents, etc., that the Company is relying upon to take the action described. The Union requested the aforementioned documentation to be provided to the Union as soon as possible, but not later than _____. As of the date of this letter, no documentation has been received nor has the Company responded in any way to our request. Please consider this letter official notice that the Union renews its requests for the aforementioned documentation to be received by the date originally requested. Please also be advised that the Union stands ready to take all appropriate action in the event our documentation request is not complied with.

Union Representative: _____

Title: _____

Received by: _____

(Manager Initials)

