

# REQUESTS FOR INFORMATION

## What should I ask for based on the subject of the grievance?

### ATTENDANCE CASES

- Attendance records
- Attendance policy
- FMLA or other leave records
- NCS (Net Credited Service)
- Audit of attendance records for work group
- Building access logs
- Videos of entrances/exits (if available)
- Should absences be covered under another policy?
- Time coding logs
- Personnel files
- Personnel files of other people with equal or worse attendance records who were not disciplined
- Vacation schedules
- Work schedules

### CONTRACTING OUT BARGAINING UNIT WORK

- What is the specific type and location of the work involved?
- What is the start date and estimated or actual duration of the contracted work?
- What is the scope and volume of the work?
- What is the name of the contractor?
- Economic analysis of the cost of the contractor and/or the comparative costs of bargaining unit employees doing the work
- Quality reports of the contractor's work
- Base any other RFI requests on contract language related to contracting out work

### SENIORITY BYPASS FOR PROMOTION

- Seniority list
- Training records
- Interview questions and answers
- Management notes from interviews
- Job posting/descriptions/duties
- Current job responsibilities
- Past experience of applicants
- Employer's given reason for bypassing seniority for the promotion

### SCHEDULING IN VIOLATION OF CONTRACT LANGUAGE

- All employer printed and email communication related to the schedule
- Shift or vacation schedules for a certain time period (likely before, during and after the time period in question)
- Scheduling policies
- Communications related to preference indications or polling
- May need to specifically request which days are blocked or how schedules are designed

### SHORTING PAY IN VIOLATION OF THE CONTRACT

- Payroll and timeclock information for each day of the time period in question
- Wages
- Payroll codes entered by employees and managers, as well as what the codes stand for
- Payroll policies
- May need to request details for electronic time computer systems such as time codes

### DRUG USE

- Drug use policy
- Drug testing policy
- Reasonable suspicion policy
- Management notes or communications regarding whatever triggering incident resulted in the discipline
- If testing is involved
  - Name/location of laboratory
  - Chain of custody/collection protocol for sample
  - Type of screening used
  - Copy of report
- List of other employees tested and disciplined for drugs and the level of their discipline
- Employee personnel file