

# CWA LOCAL 1101 STEWARD RESOURCES



## INFORMATION REQUESTS

Union stewards have a right to receive relevant information from management at any stage of an investigation or grievance related to a workplace issue.

Management must provide you with this information upon request—this is considered part of management’s “duty to bargain.”

Examples of information you have the right to request and receive include:

- Personnel files
- Attendance records
- Discipline records
- Job descriptions
- Performance reviews
- Payroll records

*Continued on next page*

## INFORMATION REQUESTS (CONTINUED)

- Equipment specifications, injury and illness logs, Safety Data Sheets for chemicals, etc.
- Seniority lists
- Management correspondence
- Time study records
- Bargaining notes and any other records relevant to the issue you are investigating.

Always make your request in writing. Date and sign your request and keep a copy for the union's files.

If management refuses or fails to provide information in a timely manner, the union may need to apply pressure through workplace actions or a grievance.

Management refusals of relevant information requests are violations of labor law and can also be grounds for a labor board charge.