

REQUEST COPIES OF PERSONNEL FILES

20-1078

In accordance with the provisions of Article 6A of the Collective Bargaining Agreement, the undersigned Local/Union Representative request copies of the following documents in the personnel file of:

NAME OF EMPLOYEE

Describe All Documents Sought
(provide all checked items)

- LAST 5 (10) YEARS OF PERFORMANCE REVIEWS
- LAST 5 (10) YEARS OF ABSENCE RECORDS
- LAST 5 (10) YEARS OF TRAINING RECORDS
- ALL CUSTOMER ACCOMMODATIONS
- ALL PREVIOUS DISCIPLINE ISSUED

****PLUS ADDITIONAL DOCUMENTS INCLUDED ON REQUEST FOR INFORMATION DOCUMENT**

(Signature of Representative)

(Union title and Local)

(Date)

Authorization for Release of Copies

THIS SECTION MUST BE COMPLETED IF REQUEST IS NOT SUBMITTED BY CWA INTERNATIONAL REPRESENTATIVE:

I _____ authorize _____ to obtain
(EMPLOYEE NAME) (NAME OF LOCAL REPRESENTATIVE)

copies of the documents in my personnel file described above for use in connection with
Grievance#: _____.

EMPLOYEE SIGNATURE: _____ DATE: _____

FOR MANAGEMENT USE ONLY

_____ Date Forwarded/Provided to Union

_____ Number of Pages Copied

Original – Personnel File Copy (Retention Period Six (6) Years

Copy 2 – Director – Labor Relations Copy (Sent: _____)

Copy 3 – Union Copy