DATE:

TO:

From: CWA LOCAL 9415

SUBJECT: Step \_\_\_\_ Grievance Meeting Request

Grievant:

Grievance Number:

Date of Occurrence:

The contract article/MOA violated is **Article \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and all that apply**

The issue being grieved is:

We seek this remedy:

The Local would like to meet with a representative of the AT&T in order to resolve this disagreement in the manner prescribed in Article VIII of the Collective Bargaining Agreement.

Prior to the meeting the Union requests all relevant information pertaining to this matter.

1. Please contact at (stewards name) or email at regarding this grievance.

Thank you in Advance.

Request for Information

Please provide Communication Workers of America Local 9415 with the following Documentation and/ or information.

* Disciplinary memos/ Documentation
* Training Records
* Attendance Record
* Performance Record
* Company Policy Violation
* Department Policy Violation
* Investigation Notes
* Asset protection report
* Witness Statement

Also included this additional information:

Please provide information at least two weeks prior to scheduled grievance meeting.

Email information to [DJames@cwa9415.org](mailto:DJames@cwa9415.org)