

**AMERICAN POSTAL WORKERS UNION, AFL-CIO**  
**FAX 512-342-1477**

TO : Maurice Dunn, Postmaster  
Susan Villareal, Supervisor  
Leander Post Office  
FROM: Ben Solis, Steward  
AUSTIN TX AREA LOCAL  
DATE : 8/4/2005  
GRIEVANT : APWU  
GRIEVANCE # : 05-08-010-UBTS  
ISSUE : PTF Conversions

SUBJECT : REQUEST FOR INFORMATION & DOCUMENTS RELATIVE TO  
PROCESSING A GRIEVANCE

We request that the following documents and/or witnesses be made available to us in order to properly identify whether or not a grievance does exist and, if so, their relevancy to the grievance:

1. All documents, files, records and witness statements that the Postal Service intends to use to substantiate its claim.
2. 2608 regarding this grievance.
3. Copy of all clerk PTF "Everything Report" for pay period 26-04 through pay period 16-05 in electronic format both in **pdf** and **csv** format.
4. Separate copy of all clerk casual "Everything Report" for pay period 26-04 through pay period 16-05 in electronic format both in **pdf** and **csv** format.

NOTE: Article 17, Section 3 requires the Employer to provide for review all documents, files, and other records necessary in processing a grievance. Article 31, Section 2 requires that the Employer make available for inspection by the Unions all relevant information necessary for collective bargaining for the enforcement, administration or interpretation of this Agreement. Under 8a(5) of the National Labor Relations Act, it is an Unfair Labor Practice for the Employer to fail to supply relevant information for the purpose of collective bargaining. Grievance processing is an extension of the collective bargaining process.

RECEIVED:

\_\_\_\_\_  
(signed)

\_\_\_\_\_  
(date)

☐ REQUEST APPROVED

☐ REQUEST DENIED