

SAMPLE 1

American Postal Workers Union, AFL-CIO

OFFICIAL REQUEST FOR INFORMATION

GRIEVANT/UNION

NATURE OF ALLEGATION

October 9, 2011

DATE OF REQUEST: _____

TO: John Joseph

TITLE: Supervisor

FROM: Mary Beth

TITLE: Steward

SUBJECT: *Request For Information & Documents Relative To Processing A Grievance*

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

1. Copy of the Contract/Call Sheet for the "work in dispute"
2. Date and time work was requested
3. Copy of the Article 32 Review as well as all the data/documentation relied upon to support the allegations in the Article 32 Review
4. The number of hours worked by the contractor
5. The number of employees used to perform the job
6. ANY OTHER INFORMATION YOU DETERMINE IS APPROPRIATE

NOTE: Article XVII, Section 3 requires the Employer to provide for review all documents, files, and other records necessary in processing a grievance. Article XXXI, Section 3 requires that the Employer make available for inspection by the Union all relevant information necessary for collective bargaining or 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.

☐ Request Approved

☐ Request Denied

Date

Signature

AMERICAN POSTAL WORKERS UNION, AFL-CIO

Grievant/Union	Nature of Allegation
APWU	Sub-Contracting

September 15, 2010
Date of Request

To: Mike Keppler

Title: Manager of Maintenance

From: Karen White

Title: APWU Representative/Steward

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. Please provide APWU with all documents used in the decision to Sub-Contract. Including copies of the Service Call/Invoice, FKC Work Order, the hours worked by the contractor, the number of employees used to perform the job, and the cost of materials needed to complete the job.

Call # G96541 #1 Channelview Main

G91467 #1 Central VMF

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 3 requires that the Employer make available for inspection by the Unions all relevant information necessary for collective bargaining or 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.

☐ REQUEST APPROVED

☐ REQUEST DENIED

(DATE)

(SIGNED)

Received by

Date

****NOTE**** my signature acknowledges that I have received some documentation and not necessarily all of what was requested. My signature does not agree to an extension of time limits.

Southwest FSO FSSP Problem Work Sheet

484145-G40 Owned	HOUSTON MARTIN LUTHER KING ST 9444 CULLEN BLVD. HOUSTON, TX 77051-9998		Houston Classified Station
Call: G89230	Caller: System Generated	Contact: Richard Carmona	
Call Date: 05/03/2010	Caller Title:	Contact Title: Postmaster	
Call Status: Closed	Caller Phone:	Contact Phone: 713-733-0798	
Taken By: FSSP SYSTEM	Caller Email:	Contact Email: richard.a.braziel@usps.gov	

Problem 1

Status: Complete	Assigned To: RICHARD BRAZIEL	MO Action: Declined
Status Date: 10/15/2010	Date Assigned: 08/17/2010	Action Date: 08/17/2010
Priority: Routine	Health/Safety?: No	MO Contact:

Problem Description

Conduct semi-annual roof preventive maintenance inspection per requirements of MMO-074-00: a) Discuss history of roof performance and leaks with installation head, b) Clear all debris and/or vegetation located in gutters, drains, or on roof surface, c) Check roof edges, parapet wall, flashings, expansion/control joints, etc., for bad caulking, open joints, etc. and inspect all roof penetrations, d) Make minor corrections as needed. Mark all locations requiring large repairs with spray paint and identify location and repair required on roof drawing/sketch.

Category: PM - Roof	Cost Est: \$0.00	Work Compl: 09/03/2010
Contract Support: FSSP UNASSIGNED	Caller Contacted:	FMS Project: 000000

<u>Date</u>	<u>Type</u>	<u>Reference</u>	<u>Obligated</u>	<u>Paid</u>	<u>Date Paid</u>
2010/08/20	FKC	047-221271	\$0.00	\$520.00	2010/10/12

Problem Notes

Date Stamp	Created By	Note
10/15/2010	BRAZIEL	Problem Status changed from Active to Completed
10/19:55CT		
10/15/2010	TOMAN	Problem Status changed from Completed to Active
10:15:24CT		
10/15/2010	BRAZIEL	[FKC \$520.00] Problem Status changed from Active to Completed
09:57:41CT		
08/20/2010	BRAZIEL	Problem Status changed from New (PM) to Active
14:22:43CT		
08/17/2010	TOMAN	Problem assignment changed from FSSP UNASSIGNED to RICHARD BRAZIEL
07:52:22CT		
08/17/2010	SYSTEM	Problem MO Action set to Decline by RUBEN CRUZ of HOU-770,72-78 MO.
07:47:18CT		
08/17/2010	MO	Problem assignment changed from HOU-770,72-78 MO to FSSP UNASSIGNED.
07:47:17CT		
08/17/2010	MO	Performing inspection roof is going to be replace
07:43:34CT		
07/14/2010	WESSON	Problem assignment changed from FSSP UNASSIGNED to HOU-770,72-78 MO.
16:26:56CT		
05/03/2010	SYSTEM	Problem generated for required semi-annual preventative maintenance of roof system
09:58:27CT		


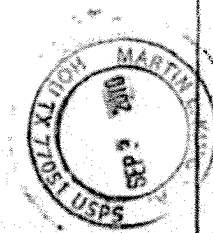
The attached estimate for _____

Tax ID # _____ in the amount of \$ _____ is fair and reasonable. Work to be completed in _____ days.

(Project Manager Signature)



NATIONAL ROOFING PARTNERS

NATIONAL ROOFING PARTNERS WORK ORDER		EMCOR: PM Work Order 15 Days	
W.O. #: 7991	Client P.O. #: 047-	Date Scheduled: 08/26/2010	Address: U.S. Post Office
Alt. #: 221271	9444 Cullen Blvd., Houston, TX 77051 USA		
Work Description / Notes: ALL NRP WORK ORDERS REQUIRE BEFORE AND AFTER PHOTOS WITH COMMENTS			
Conduct semi-annual roof preventative maintenance inspection per USPS Handbook MS-1:			
1) Produce a rough sketch of roof top with major penetrations.			
2) Discuss history of roof performance and leaks with installation head.			
3) Clear all debris and/or vegetation located in gutters, drains, or on roof surface.			
4) Check roof edges, parapet wall, flashings, expansion/control joints, etc., for bad caulking, open joints, etc. and inspect all roof penetrations.			
5) Make minor corrections as needed.			
6) All locations requiring large repair are to be marked with orange, red, or yellow spray paint, noted on roof drawing, and identified by location and number.			
7) Produce a Recommended Repairs proposal and send to NRP. (see attached example "Proposal Format without initial call").			
8) Complete PS Form 8027 (USPS PM inspection form-attached to Email). - Semiannual Roof Maintenance Inspection Checklist and upload the completed document to the docs tab on the work order in Dataforma.			
9) Send signed work order, rooftop photos, Form 8027 (USPS PM inspection form-attached to Email), and proposal, if needed, to NRP within 10 days of completion. Complete invoice on the same day.			
10). You MUST schedule a site visit with the contact, or risk being denied access to the building.			
Customer Authorization		Invoice To:	
Arrival Time: 9:00	Departure Time: 12:00	USPS, c/o EMCOR Customer Solutions Center	
Name / Title (Printed):	Date: 8-3-10	4050 E. Colton Center Blvd. Bldg 4	
Customer Signature: 		Phoenix, AZ 85040	
		Store Stamp:	
			

National Roofing Partners (RLNRP Co-op)
320 Regal Row Suite 200
Dallas, TX. 76247

INV #: 7966
DATE : 10/7/2010 9:38:46 AM
P/O #: 047-221271

BILL TO:
United States Postal Service (047) C/O
Facilities Knowledge Center
4050 East Cotton Center Blvd
Phoenix AZ 85040

LOCATION OF WORK:
HOUSTON MARTIN LUTHER KING ST
9444 CULLEN BLVD
HOUSTON TX 77051-9998

Trans Date	Trans Type	Reg Hours	Rate	OT Hours	OT Scale	Comments	Line Cost
9/3/2010	Labor	1.00	500.00	0.00	0.00	roof inspection	500.00
Labor Subtotal Amount:							\$500.00

Trans Date	Trans Type	Unit Qty	Unit Cost	Comments	Line Cost
Parts / Travel / Taxes Subtotal Amount:					\$0.00
Total Invoice Amount:					\$500.00

Messages

kcrouch 10/7/2010 9:37:25 AM	Signed: Richard Carmona
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National Roofing Partners

320 Regal Row, Suite 200
Dallas, TX 75247



NATIONAL ROOFING PARTNERS

Phone 866-372-0598
Fax 214-635-2785
Web nationalroofingpartners.com

Invoice To:

USPS, c/o EMCOR Customer Solutions Center
4050 E. Cotton Center Blvd. Bldg 4
Phoenix, AZ 85040

Client P.O.#: 047-221271
Alt. Invoice #: 107316

INVOICE #7966

Date: 10/06/2010
Terms: Net 30 Days
Date Due: 11/05/2010
Balance Due: \$500.00

Remit Payment To:
National Roofing Partners
320 Regal Row
Suite 200
Dallas, TX 75247

Job: WO #7991 (Alt. #:)

Building: U.S. Post Office, 9444 Cullen Blvd., Houston, TX 77051 USA

Work Performed: Performed roof inspection.

Item Code	Item Type	Description	Qty	Unit Cost	Total Cost
	labor	Roof inspection	1.0	\$500.00	\$500.00
Labor:					\$500.00
Materials:					\$0.00
Other:					\$0.00
Subtotal:					\$500.00
Tax:					\$0.00
Invoice Amount:					\$500.00

THANK YOU FOR YOUR BUSINESS.

Work Completed by: Empire-Houston