

Date:

To:

From: \_\_\_\_\_  
Local 2748 Steward

Subject: Information Request

Per the Office of State Employment Relations (OSER), Collective Bargaining Bulletin (CBB) #41- Amended and SELRA, I am requesting any and all information, including, but not limited to, the employer's investigation, witness statements, documents reflecting supervisory judgments, electronic communication (emails), opinions, recommendations and other evaluations to impose discipline and/or proceed to a pre-disciplinary meeting on \_\_\_\_\_.

I am further requesting any documents of investigations conducted by any third parties.

This request is made to allow the Union to investigate a possible grievance or to obtain materials for \_\_\_\_\_ prior to a pre-discipline meeting in accordance with SELRA and CBB 41- Amended.

If you have questions or concerns, please contact me at \_\_\_\_\_.

Thank you in advance.