((GENERAL INFO REQUEST w/ DUES CHECKOFF REQUEST))

Date

Greetings ((HR Manager)),

To enable us to properly administer our collective bargaining agreement we request that the employer supply us with the information requested below.

We require a complete seniority list, designating each employee’s name, home address, phone number, e-mail, date of hire, seniority (if applicable, department or job classification seniority), date of birth, job classification or description, present job rate and employee’s clock/ID.

We request the hourly wage rate of each employee’s straight time rate without any added compensation (shift differential, skill trade, group leader, overtime etc). If an employee receives added compensation above the straight time rate please detail what it is and the amount for each.

Please provide a check-off list for dues deducted for each employee that would include the amount and the time of deduction for the past six months. We would further request that going forward the company continue to provide a check-off list with each dues check issued to the Union.

We would request that this information be provided in an excel or word document where possible. Please forward what you can provide now and indicate those items that will take time to prepare.

Thank you for your cooperation. Please feel free to contact me should any questions or concerns about the information requested above.

Sincerely,

Local President / Financial Secretary

Cc: UE Staff Rep

 UE General Council