((GENERAL INFO REQUEST WHEN EMPLOYER ALREADY PROVIDES DUES CHECKOFF LISTS))

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.

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