

Initial Request

For purposes of bargaining please provide the following information: for the period _____
_____ to present.:

1. A list of current employees including their names, dates of hire, rates of pay, job classification, last known address, phone number, date of completion of any probationary period, and any records of discipline.;
2. A copy of all current company personnel policies, practices or procedures;
3. A statement and description of all company personnel policies, practices or procedures other than those mentioned in Number 2 above;
4. A copy of all company fringe benefit plans (including the plan document and summary plan description) including pension, profit sharing, severance, stock incentive, vacation, health and welfare, apprenticeship, training, legal services, child care or any other plans which relate to the employees;
5. Copies of all current job descriptions;
6. Copies of any company wage or salary plans;
7. Copies of all disciplinary notices, warnings or records of disciplinary personnel actions for the last year.
8. A statement and description of all wage and salary plans which are not provided under number 6 above.