

NEPBA INSTANT INQUIRY FORM
(NEPBA Rep. to complete and send to atty)

DATE: _____ NAME OF REP: _____

LOCAL NAME/# _____

BRIEF DESCRIPTION OF THE MATTER:

IS THIS ISSUE TIME SENSITIVE?: IF SO, LIST DEADLINES.

FORM 1

**NEPBA GRIEVANCE SUBMISSION FORM
MEMBER'S REQUEST FOR SERVICES**

(To be completed by member)

THIS FORM MUST BE COMPLETED, AND THE RELEVANT DOCUMENTS MUST BE SUBMITTED, BY ALL MEMBERS REQUESTING REPRESENTATIONAL SERVICES BY THE LOCAL. EXCEPT IN EMERGENCY CIRCUMSTANCES, THE FORM MUST BE COMPLETED AT THE TIME OF THE REQUEST FOR SERVICES.

Member: _____ Job Title: _____

Home Address: _____

Cell phone: _____ Personal email address: _____

1. What is your complaint? (Attach additional sheets if necessary):

2. Date you were notified of Employer's Action: _____?

3. Names and contact information for other witnesses (i.e. - who else should we speak with?):

4. What other information may be important in to our consideration of this grievance?
(Attach all correspondence or other relevant documents)

5. Why do you believe this is a contract or other violation?

6. In your opinion, what is the appropriate remedy?

Signed by:

Date ____/____/____

FORM 2

NEPBA GRIEVANCE WORKSHEET FOR INTERNAL UNION USE ONLY

(To be completed/retained by Local Union)

Grievance # _____ (assigned by Local Union)

Grievant's Name/Contact Info:

Date Local Union was notified of this Issue: _____

Method Union was given notice-attach member complaint/email/letter or other document if applicable

Nature of the Grievance:

Pertinent Contract Article(s) _____

Past Practice? (describe practice and examples): _____

Brief description of the incident:

Remedy Requested: _____

*****Review CBA – if applicable, what is the deadline for arbitration? What are other filing deadlines, if known? _____

Date Submitted within grievance process: Step 1 _____

Step 2 _____ Step 3 _____

Step 4 _____ Other: _____

Date Union's Information Request Submitted to Employer?(attach copy) _____

Submitted to NEPBA National Union Rep? _____ Date _____

****When submitting this form to NEPBA, Local must included all relevant documents, list of witnesses, including contact info and why each witnesses is needed***

FORM 3

NEPBA LEGAL REPRESENTATION REQUEST
(Local and NEPBA Rep. to complete and send to atty)

DATE: _____ NAME OF PERSON COMPLETING THIS FORM: _____

MEMBER'S NAME: _____ LOCAL NAME/# _____

ADDRESS: _____

PHONE: (W) _____ (CELL) _____

*PRIVATE EMAIL ADDRESS (NOT WORK EMAIL): _____

LOCAL UNION INFORMATION

LOCAL PRESIDENT/STEWARD: _____

ADDRESS: _____

PHONE: (W) _____ (CELL) _____

PRIVATE EMAIL ADDRESS (NOT PROVIDED BY EMPLOYER): _____

**WE OFTEN COMMUNICATE BY EMAIL. ACCORDINGLY PLEASE MAKE SURE THE EMAIL ADDRESS YOU PROVIDE IS FUNCTIONING AND THAT YOU CHECK IT DAILY*

EMPLOYER / ADVERSE PARTY

EMPLOYER NAME: _____ PHONE _____

ADDRESS: _____

CONTACT PERSON OR LEGAL COUNSEL _____ PHONE _____

BRIEF DESCRIPTION OF THE MATTER:

DATE CASE MUST BE FILED, if known (i.e. arbitration filing deadline) : _____

PLEASE COMPLETE PAGE TWO AND INCLUDE THE FOLLOWING:

1. ALL DOCUMENTS RELEVANT TO THE MATTER – GRIEVANCES, RESPONSES FROM THE EMPLOYER, PERSONNEL FILE FOR MEMBER INVOLVED, ANY PRIOR BARGAINING OR GRIEVANCES ON THE SAME OR SIMILAR ISSUE.
2. A COMPLETE TIMELINE OF RELEVANT EVENTS.
3. A COMPLETE LIST OF PEOPLE INVOLVED IN THE CASE – WITNESSES, DECISION-MAKERS AND ANY OTHERS.
4. ANY OTHER BACKGROUND INFORMATION THAT WE NEED TO KNOW.

LEGAL REPRESENTATION FORM – PAGE 2 – CHECKLIST
USE ADDITIONAL SHEETS AS NECESSARY

- ALL RELEVANT DOCUMENTS ARE ATTACHED AND INCLUDE THE FOLLOWING:

Date	Description	Author

- TIMELINE -- IS ATTACHED AND INCLUDES THE DATES OF ALL RELEVANT EVENTS – IMPORTANT THAT ALL UNION LEADERS MARK CALENDARS FOR DEADLINES AND FOLLOW UP WITH EACH OTHER AND COUNSEL.

- INDIVIDUALS INVOLVED (please note the relevance of each person):

- ANY OTHER INFORMATION LAWYER SHOULD KNOW?

FOR REP/LAWYER USE

REP. _____ DATE RECEIVED BY REP: _____

REQUEST IS IN ORDER AND APPROVED: Y _____ SENT TO ATTORNEY _____
IF NO, WHY _____

RECEIVED BY ATTORNEY: _____ NPH MATTER NUMBER: _____

ATTORNEY NOTE:

NEPBA REQUEST FOR INFORMATION

TO: _____

FROM: _____

RE: _____

DATE: _____

Dear: _____

I represent the NEPBA. The union is currently researching an issue related to the collective bargaining agreement between the parties. The Union, as the exclusive bargaining representative for your _____, requests that you forward the below listed information pursuant to the collective bargaining law, as it is relevant to this issue, including:

1.

2.

3.

4.

As the exclusive bargaining representative, the Union is entitled to receive this material. The standard in determining whether the information requested by a union is relevant is a liberal one, similar to the standard for determining relevance in civil litigation discovery proceedings. A public employer may not unreasonably delay furnishing the requested information.

NEPBA REQUEST FOR INFORMATION

TO: _____

FROM: _____

RE: _____

DATE: _____

Dear: _____

I represent the NEPBA. The Union, as the exclusive bargaining representative for your _____, requests that you forward the below listed information pursuant to the collective bargaining law, as it is relevant to this issue, including:

1. *Copies of any Rules, Regulations, Policies and Procedures upon which the Employer shall rely at any hearing;*
2. *The complete and un-redacted personnel file of our member, _____;*
3. *A copy of all exhibits the Employer intends to introduce at the hearing;*
4. *A copy of any and all complaints, investigative findings, and recommendations for discipline prepared in connection with this matter;*
5. *Copies of all reports completed by employees of the Employer, including any and all incident reports, which involve member _____;*
6. *Copies of the reports of any witnesses, both completed by witnesses as well as summarized by others, in connection with this matter;*
7. *A complete copy of the internal investigation file, including reports and handwritten/electronic notes of investigators;*
8. *Copies of all video/DVD/audio recordings of witness interviews; and*
9. *Copies of any and all correspondence between the employer and any witness or other third party, excluding privileged communications, in connection with this matter.*
10. *Should this incident involve any digital video evidence, please produce all data storage information, and in particular, whether the video was subject at all to data compression. If so, produce all data evidencing the compression rate, your basis for determination of the compression rate, and finally, all information detailing what actions the Employer took to determine its response to this particular inquiry.*

As the exclusive bargaining representative, the Union is entitled to receive this material. The standard in determining whether the information requested by a union is relevant is a liberal one, similar to the standard for determining relevance in civil litigation discovery proceedings. A public employer may not unreasonably delay furnishing the requested information.