



LIUNA! 1776

National Guard Council

Employee Request for Union Representation

Employee Name:

Date:

State:

To whom it may concern,

1. I hereby designate the Laborers International Union of North America (LIUNA) and the National Guard Council (NGC) as my official representative in regards to the following matter:

Briefly Explain Your Request:

2. The Union will appoint a representative(s) on my behalf and provide the agency with the name(s) of said representatives.

3. Effective immediately, any/all communication or correspondence related to this action shall be directed to them, who will then relay it to me, as needed.

4. Also from this day forward I request that the representative(s) designated by the Union be present (either in person or via teleconference) in any/all formal meetings or discussions between me and any agency representative that are related to matter indicated above.

Employee Signature

Cc:

Business Manager, LIUNA NGC Local 1776

MEDICAL RECORDS:

Does this matter concern a medical issue?

No

Yes (make a selection below):

I grant LIUNA access to all medical information related to the matter described in Paragraph 1 (above).

I DO NOT grant LIUNA access to my medical information.

LIUNA National Guard Council Local 1776 Assistance Request Form

1. State:	2. Point of Contact for this Request:	3. Date Request Submitted:
4. Point of Contact Address:	5. Point of Contact Information: Home: Cell: Email:	6. Alternate POC: 6a. Alternate Contact Information:
7. Please state the reason(s) for this request (be as detailed as possible):		
8. Please describe your proposed solution to your issue (be as detailed as possible):		
9. Have you discussed this issue with anyone from Management? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:	10. Management Representative's Name:	
11. Please describe your conversation (be as detailed as possible):		
12. Have you submitted your concerns to Management in writing? <input type="checkbox"/> Yes <input type="checkbox"/> No NOTE: If yes, please attach a copy of the letter you submitted and any reply you may have received.	13. Recipient's Name:	
13. Please provide any other facts that you feel are relevant to your request.		
DISCLOSURE STATEMENT I understand that this is only a request for assistance. LIUNA NGC's goal is to ensure that the rights of our members are protected, and to try and resolve matters of concern at the lowest level as is possible. Prompt resolution requires that all situations be approached in good faith. I understand that LIUNA NGC will assist as long as the best interest of the Council is served.		
14. Signature	15. Date:	

16. Continuation Space:

For LIUNA NGC use only

17. Request received by:

18. Date:

19. Priority:

20. Initial Finding(s):

21. Initial Determination:

Request is Valid Request has no Merit

22. Initial Recommendation:

Request Approved Request Denied
(go to Block 24) (go to Block 23)

23. Reason(s) for Denial:

24. Next Course of Action:

File Formal or Informal Grievance Initiate Adverse Action Procedures Other

25. Notes: