Month, Day, 2020

**TO:**

[Name of Admin Contact]

[Job Title]

[Street Address]

[City, MA ZIP code]

**RE: Request for Unit Information**

Dear [Name of Admin Contact]:

As the exclusive bargaining representative for the [Name of School District], we have a duty pursuant to G. L. c. 150E to represent all unit members. In order to do so, we want to be sure we have identified the entire unit. Accordingly, pursuant to c. 150E, Section 5A (as amended), please provide the below requested information, in **spreadsheet file format**, of all unit members in each of the bargaining units, as follows:

* 1. Each unit member’s employee id (or other unique identifier, such as payroll id).
  2. Each unit member’s date of hire
  3. Each unit member’s worksite (school/building).
  4. Each unit member’s title of position at the worksite.
  5. Each unit member’s full-time equivalency.
  6. The unit member’s hourly wage rate.
  7. Each unit member’s home address.
  8. Each unit member’s work and personal email addresses.
  9. Each unit member’s home and personal cellular telephone number(s).
  10. Each unit member’s payroll deduction amount.

This information request is pursuant to the Union’s status and obligations as the exclusive representative of the [identify all bargaining units] Teachers, Education Support Professionals, Secretary, and Custodial and Maintenance Units in the [Name of District] Public Schools. A sample Excel spreadsheet file template has been attached for your convenience.

Please send this information to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within ten (10) calendar days. If you cannot comply with this request, please provide an explanation of the reason you cannot provide such information or the date by which you will provide the requested information.

Thank you for your cooperation. Please do not hesitate to contact me if you have any questions.

Best Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[First Name and Last Name], MTA Regional Manager