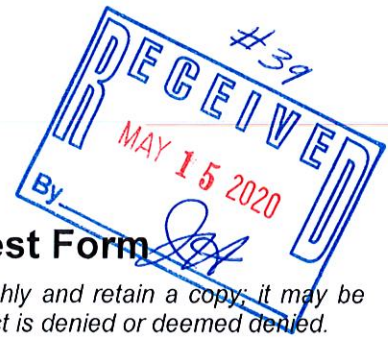


pennsylvania
OFFICE OF OPEN RECORDS



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: West Easton Borough

(Attn: AORO)

Date of Request: May 14, 2020

Submitted via: ☐ Email

PERSON MAKING REQUEST:

Name: Christopher Bangs

Company (if applicable):

Amalgamated Transit Union

Mailing Address: 10000 New Hampshire Avenue

City: Silver Spring

State: Maryland

Zip: 20903

Email: cbangs@atu.org

Telephone: (202) 262-2630

Fax: _____

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☐ Email

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

See Attachment

DO YOU WANT COPIES? ☐ Yes, electronic copies preferred if available

Do you want certified copies? ☐ No

RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than \$0.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: 5-15-2020 Response Due (5 bus. days): 5-22-2020

30-Day Ext.? ☐ Yes ☒ No (If Yes, Final Due Date: _____) Actual Response Date: 5-15-2020

Request was: ☒ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$ _____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

*NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at <https://www.openrecords.pa.gov>*

Form updated Feb. 3, 2020

Attachment

Joan Heebner
West Easton Borough

Dear Joan Heebner,

I am writing to submit a request under the Pennsylvania Right to Know Law. If you are not the Open Records Officer for West Easton Borough, please forward this request to the appropriate person.

I request records showing which employee jobs classifications / titles / positions are not represented by a union, and how many employees are in each classification. As an example of the type of information I am looking for, if transportation staff are not represented by a union, I would be interested in knowing their job titles and number of employees, such as "Bus Drivers (15 Employees). Bus Aides (5 Employees)."

If the agency does not already maintain that list or combination of lists, then I request the following:

- Records showing the number of employees in each job classification / title / position, such as payroll records or an employee directory (feel free to redact all extraneous information).
- Records showing which classifications are represented by a union, such as collective bargaining agreements, and which are not represented by a union.

Again, I am only interested in the employee job classifications not represented by a union and how many employees are in each classification. If primary records specifically showing that information do not currently exist, it may be easier for the agency to prepare a spreadsheet or email with that information rather than provide these other records. Of course, there is no obligation for the agency to prepare such a record, so if one doesn't exist, these alternative documents would allow me to recreate that list.

Please provide all responsive records and responses to this request by email. Please provide them in a searchable, manipulable electronic format, such as an Excel spreadsheet or a CSV file, to the extent these records are maintained or easily retrieved from a database in that format. Please advise if there will be any costs associated with this request before those costs are incurred.

Please let me know if you have any questions or require any clarification. I understand that extensions may be required due to current circumstances, so please let me know if the agency requires more time to respond to this request.

Best,

Christopher Bangs