

Date: Insert Date
To: Lansing Community College – Human Resources
Attention: Mary Stroebel stroebem@lcc.edu
From: Insert Name of MAHE Bargaining Unit Member

Pursuant to the Bullard-Plawecki Employee Right to Know Act, please provide me with a copy of the following records from my personnel file maintained by the College:

1. Information relative to my highest degree which the College has on record and upon which salary decisions are made;
2. Complete wage information for the 2004-2005, 2005-2006, 2006-2007, 2007-2008 and 2008-2009 (to date) academic years;
3. Information relative to the hours I worked during the 2004-2005, 2005-2006, 2006-2007, 2007-2008 and 2008-2009 (to date) academic years; and
4. The salary/wage rates paid me by the College for each job worked by me during the 2004-2005, 2005-2006, 2006-2007, 2007-2008 and 2008-2009 (to date) academic years.

If you have any questions regarding my request, please contact me by email. Thank you for your prompt attention to this matter.