

**NOTICE TO EMPLOYEE/APPLICANT OF INITIAL HEARING BEFORE JLRC ON
REQUEST FOR ACCOMMODATION UNDER PCWB&FA ADA POLICY**

Date:
Port:
Applicant/Employee Name:
Address:
Registration Number:
Local:

Dear _____:

Pursuant to the Pacific Coast Walking Bosses/Foremen (PCWB&FA) Agreement Policy on ADA Compliance and Reasonable Accommodation (the "Policy"), the Joint Foremen's Labor Relations Committee ("JFLRC") acknowledges receipt of your written request for reasonable accommodation under the Policy.

The JFLRC requests that you appear before the JFLRC for an initial hearing on your request. The initial hearing is scheduled to take place at the following date, time and location:

Date: _____ Time: _____
Location: _____

Please bring with you any additional documentation or information that you think is or may be relevant to your accommodation request and/or that you believe may help the JFLRC in making a recommendation to the Joint Labor Relations Committee on your request.

In addition, the JFLRC specifically requests that you bring the following information with you:
[describe if applicable]

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If you are unable to attend the scheduled hearing, please contact the JFLRC no later than _____ at the address listed above to request a postponement.

Following this initial hearing, the JFLRC may, at its discretion, obtain an opinion from a Medical Specialist on certain issues concerning your request for accommodation. If the JFLRC does wish to obtain such an opinion, you will be so notified and an appointment with the designated Medical Specialist will be scheduled.

Very truly yours,

PCWB&FA
JOINT FOREMEN'S LABOR RELATIONS COMMITTEE

For the Union:

For the Employers:

