

<b>EXEMPTIONS APPLY TO THIS SYSTEM</b> (see paragraph 9)
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1. System Name: Union Employee Grievance Files
2. System Location: Labor Relations Office, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001; Carmen Turner Facility, 3500 Pennsy Dr., Hyattsville, MD 20785; and Bladensburg 1, 2251 26<sup>th</sup> St. NE, Washington, DC 20018; “field files” for supervisors of union employees at Carmen Turner Facility; Jackson Graham Bldg.; Metro Supply Facility, 8201 Ardwick-Ardmore Road, Hyattsville, MD 20785; Offices of Customer Service and Information, 8405 Colesville Road, Silver Spring, MD 20910; Systems Maintenance Facility/Training, 195 Telegraph Road, Alexandria, VA 22314; also Revenue Collections Facility, Bus Divisions, Rail Yards, Field Offices, Vehicle Shops, Police Substations, Passenger Stations and other operations, storage and maintenance buildings.
3. Categories of Individuals Covered by System: Current and former union employees who submit grievances.
4. Categories of Records in the System: Investigation reports, statements, transcripts, police reports, accident reports, safety reports, workers compensation reports, notes of Labor Relations Officer, arbitration briefs and decisions, past disciplinary actions, subpoena notices, summary of grievance(s), status at each grievance step, final actions, names (including labor relations officer, union representative and advocates for WMATA/union), phone numbers, work locations, wage/salary information, union membership, work schedules, medical information, email addresses, home addresses, employee identification numbers, social security numbers, dates of hire, seniority dates, birth dates, drivers’ license numbers, vehicle tag numbers and other related information.
5. Principal Purpose: To resolve grievances and participate in arbitrations.
6. Routine Uses of Records maintained in the System: General Routine Uses B (Disclosure Incident to Requesting Information); E (Disclosure to a Court or Administrative Body); F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies and Others); G (Disclosures for Administrative Claims, Complaints and Appeals); H (Disclosure in Connection with Litigation); and I (Disclosure to WMATA Unions) apply to this system. In addition, this system may be disclosed to arbitrators and court reporters as necessary in the course of arbitration.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:

**Retrieved by:** (1) Labor Relations Office hard copy retrieved by fiscal year then alphabetically by grievants’ last name; (2) Labor Relations Office electronic log retrieved

by employee name, employee number or grievance number; (3) Varies in field locations but generally by name or employee number;

**Storage:** Hard copy and electronic log;

**Safeguards:** Files in Labor Relations Office are contained in a lockable file room in an access-controlled building. Field files generally contained in lockable file cabinets in lockable offices in access-controlled buildings;

**Retention and Disposal:** Labor-relations hard-copy retained two years in Labor Relations Office, seven years maintained at offsite archive. Labor-relations records are subject destruction once seven-years old. Varies in field locations according to office document retention policy.

8. Systems Manager/Administrator: Labor Relations Coordinator, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.

9. Procedure for Notice, Access, and Contesting: Any individual who wants to know whether this system of records contains a record about him/her, who wants access to his/her record, or who wants to contest the contents of a record, should make a written request to the **Privacy Administrator, Office of General Counsel, 600 Fifth Street, NW, Washington, DC 20001**. Requesters will be required to provide adequate identification, such as a driver's license, WMATA employee ID, contractor identification card, or a government-issued identification document. Requests for correction or amendment must identify the information to be changed and the corrective action sought. Complete Privacy Policy Procedures are set out in WMATA's Privacy Policy Instruction 9.2/0, which is posted on WMATA's website. **To the extent permitted under WMATA's Privacy Policy Instruction 9.2/0, paragraph 9.0, "Exemptions," this system may contain information that is exempt from the provisions that permit access or contest. Exemptions may be complete or partial, depending on the particular exemption applicable. WMATA may in its discretion, however, grant individual requests for access or to contest a record if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect.**

10. Records source categories: Employees (data subject, co-workers and supervisors), law enforcement, union representatives and witnesses.