

CITY OF MADISON

Template: Notice to Employee of Grievance Meeting

This template is for giving notice of a Grievance Meeting.

Sample Memo

Date: February 9, 2022

To: J. Employee

From: J. Supervisor

Subject: Grievance Meeting

On February 8, 2022, you filed a grievance regarding Section XIX of the Local 7 collective bargaining agreement. A grievance meeting is scheduled for February 10 in Rm. 2 of the Madison Municipal Building to discuss your concerns.

A union or association representative may accompany you to this meeting.

.Cc: J. Director, Department/Division Head
Erin Hillson, Labor Relations Specialist
Greg Leifer, Employee/ Labor Relations Manager