**VIA EMAIL**

INSERT DATE

EMPLOYEE NAME

STREET ADDRESS

CITY, STATE ZIP

**RE: INFORMAL RESOLUTION**

Dear INSERT NAME:

I am scheduling a meeting with you to discuss the following matter(s):

INSERT NARRATIVE

The meeting will be held on INSERT DAY OF WEEK, INSERT DATE at INSERT TIME. The meeting will be conducted in INSERT LOCATION (or virtually. An invite for the virtual meeting will be sent).

Pursuant to Article 12.2 of the collective bargaining agreement between YSU and OEA, this will be an attempt at informal resolution. In pertinent part, Article 12.2 provides: “Except for serious situations, the administrator and the affected faculty member will meet to discuss a matter in an attempt to achieve an informal resolution before beginning the formal procedures that follow.”

You may request the presence of an Association representative for this meeting. Please provide the name, if any, of who will be accompanying you at the meeting, as far in advance as possible and prior to the meeting. It is your responsibility to notify them that you desire their presence at the meeting.

Sincerely,

SUPERVISOR NAME AND TITLE

cc: Cynthia Kravitz, Chief Human Resources Officer

 Kevin Kralj, Director Labor and Employee Relations

 Applicable Dean

 Provost

 DFR

 INSERT NAME, OEA President

 INSERT NAME, OEA Representative

 Ghia Burzynski, Human Resources Office Administrator