**VIA EMAIL**

INSERT DATE

EMPLOYEE NAME

STREET ADDRESS

CITY, STATE ZIP

**RE: VERBAL COUNSELING**

Dear INSERT NAME:

I would like to meet with you to follow up on our previous discussion and our INSERT DATE meeting, which was an attempt to achieve informal resolution.

INSERT NARRATIVE

The meeting will be held virtually 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 a Verbal Counseling meeting. In pertinent part, Article 12.2 provides: “Verbal counseling will include specific actions to be taken and a timeline for achieving correction of the problem(s). Verbal counseling will be followed up with a written summary of the counseling.”

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