[Date]

Dear [Name],

On [date of receipt] I received your step 1 grievance dated [insert date]. I will review your written materials as soon as I am able. In the meantime, I wanted to provide information about applicable timelines for meetings and grievances at step 1.

Because you have requested a meeting with me related to this grievance, I will make sure that we are scheduled to meet no later than [insert date 21 calendar days after receipt of grievance], per the OA Grievance Policy. You are welcome to bring a support person to our meeting if you believe that would be helpful. Please be aware that the role of a support person is limited to asking clarifying questions and helping you to understand the process. After our meeting, I will send a decision to you in writing within 14 days.

OR

You have not requested a meeting with me related to this grievance. Per the OA Grievance Policy, I will send a decision to you in writing no later than [insert date 30 calendar days after receipt of grievance].

If you have questions, you are welcome to contact me. Other resources include:

* Office of the Ombuds: [ombuds@uoregon.edu](mailto:ombuds@uoregon.edu) or 346-6400
* HR Employee and Labor Relations Team: 346-2972

Sincerely,

[Supervisor Name]

[Title]

Cc: Annie Bentz, Senior Employee Relations Coordinator