[Date]

Dear [Name],

On [date of receipt] I received your step 3 grievance dated [insert date] and the step 2 decision (if applicable). 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 3.

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 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 30 days. This decision is binding.

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 within 60 days of the date I received your 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