**Notification of Formal Discussion**

*Note: Local Supplemental Agreements, Memoranda of Understanding, or established past practices may establish additional requirements that must be followed. This template ensures compliance with each of the national master collective bargaining agreements.*

*5 U.S.C. 7114 (a)(2)(A) states: An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at any formal discussion between one or more representatives of the agency and one or more employees in the unit or their representatives concerning any grievance or any personnel policy or practices or other general condition of employment.*

*For more information on formal discussions, please refer to:* [MEETINGS GUIDANCE 8-28-15 final.pdf (flra.gov)](https://www.flra.gov/system/files/webfm/OGC/Guidances/MEETINGS%20GUIDANCE%208-28-15%20final.pdf).

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| ***Suggested format:*** | ***Guidance:*** |
| [*Name and Union position title*]  [*Union and Local number*] | *NAGE: Local union president or individual designated in writing by the union.*  *All other unions: recipient not specified by the master agreement.* |
| Subject: Notification of Formal Discussion – [*Subject of the Meeting*] |  |
| **Use for non-recurring, non-emergent meetings:**   1. This serves as notification of management’s intent to meet with bargaining unit employees on [*date*], at [*time*], in/at [*location*]. Personnel policies, practices, and other general conditions of employment may be discussed. The purpose of the meeting is to discuss [*brief description*]. | *It the meeting will be held virtually, ensure that’s clearly communicated.*  *The NAGE and NNU master agreements require that formal discussions be held at mutually agreeable dates, times, and locations. If the union is unable to attend the meeting as proposed in this notice, consult the master agreement for next steps.*  *The NFFE master agreement specifies that reasonable, advance notice will normally be 24 hours.* |
| **Use for recurring meetings:**   1. This serves as notification of management’s intent to meet with bargaining unit employees on a recurring basis. Meetings will be held [*cadence*], beginning on [*date*] at [*time*], in/at [*location*]. Personnel policies, practices, and other general conditions of employment may be discussed. The purpose of the meetings is to discuss [*brief description*]. | *The NNU master agreement specifies that for committees or task forces on which NNU has a seat, meetings should be held on dates, at times, and in locations that are reasonably convenient to both parties.*  *Best practice: Send the written notification and send a recurring, electronic meeting invitation to all participants including the union.* |
| **Use for emergent meetings:**   1. This serves as notification of management’s intent to meet with bargaining unit employees on [*date*], at [*time*], in/at [*location*]. Personnel policies, practices, and other general conditions of employment may be discussed. The purpose of the meeting is to discuss [*brief description*]. This is a time-sensitive matter. [*Brief explanation of the need to schedule the meeting quickly.*]   **Additional language for NAGE:**  The local union president or other available designee will be released to attend the meeting. | *The additional language required for notifications to NAGE may be included in notification to other unions as well.* |
| *Signature of designated management official* |  |