**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).

[*Name and Union position title*]

[*Union and Local number*]

Subject: Notification of Formal Discussion – [*Subject of the Meeting*]

**Use for non-recurring, non-emergent meetings:**

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*].

**Use for recurring meetings:**

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*].

**Use for emergent meetings:**

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.

*Signature of designated management official*