



Notice of Grievance Committee's First Meeting

Date: _____

To: _____

Address: _____

From: _____

Grievance Officer

College Title

Office Phone Number

You are hereby notified of the first meeting of the Grievance Committee relative to a grievance alleged by _____ (name of grievant) who has identified

_____ as the respondent(s).

You have been identified as a/the (check one):

☐

Grievant

☐

Respondent

☐

Committee member

All committee members are required to be present at this meeting. Neither the respondent nor the grievant will be present at the meeting. If they are requested to appear, they will be notified.

For your information, the Committee's first meeting is scheduled for the following:

Date: _____

Time: _____

Place: _____