

[Date]

To: Human Resources, Labor Relations

From: Supervisor First and Last Name, Supervisor Title

Re: Request for Hearing for **[Employee's Name and Unique ID]**

This memo is a formal request for a pre-disciplinary hearing for **[Employee's Name for Charges/Reason for hearing]**.

[Paragraph summarizing the charges]

Example(s) if attendance related include: "[Employee's Name] has accrued ___ occurrences of unexcused/unscheduled absences within a 365-day period." [Employee's Name] has accrued ___ occurrences of unscheduled absenteeism within a 30-day time period a violation of Article 44- Absences of the AFSCME Union Contract."

[Paragraph defining how this event, incident, or employee behavior has impacted your department in a negative way]

Example if attendance related: "[Employee Name]'s poor attendance causes coworkers to work harder during their shift to cover the absent employee's responsibilities or cause Miami University to pay overtime hours for unscheduled staff to work additional hours to cover vacant shifts and ultimately impacts the students' experience in the dining hall."

[Outline of previous performance management occurrences and attach copies]

Example if attendance related:

02/17/2022 Coaching for Excessive Absenteeism

09/28/2023 Verbal Reprimand for Excessive Absenteeism

11/15/2022 Written Reprimand for Excessive Absenteeism

[Supporting Documents (attach copies)- evidence or proof]

Examples of evidence or proof as supporting documentation:

- *Highlighted Time Detail Report*
- *Departmental Policy*
- *Miami Policy Library X.X*
- *Department SO/ Work Rules XXXXXX*
- *AFSCME Article #*
- *The signed receipt of AFSCME / FOP contract*
- *FOP Contract Article #*

- *Ohio Revised/Administrative Code X.X.X.X*
- *Call-off Voicemails or texts*
- *Email Communications*
- *Signed and Dated Witness Statements*
- *Video Camera Footage*
- *Training Documents*
- *Meeting Records*
- *Leave Request documentation*
- *Manager Statements*
- *Screen Shots of Texts, Facebook posts, or other Social Media Outlets*