

NOTICE OF LOUDERMILL HEARING TEMPLATE

To:

From:

Date:

Subject: Notification of Investigatory Hearing;

CC: [Include Labor Relations contact, Union representatives]

This is a formal notice directing you to appear at an investigatory hearing on [Month Day, Year] at [Time AM/PM] in [Room number] [Building location] . This meeting will determine whether the instances of employee misconduct/performance deficiencies summarized below may warrant disciplinary action, such as suspension or termination from employment at the University. You may bring a union representative. At the hearing, you will have the opportunity to answer the issues raised in this letter, and to provide any information related to the incidents of misconduct/performance deficiencies.

I am holding this hearing for the following reasons:

1) On [Date of incident] you(give a brief description of each incident)/you continue to exhibit the following performance shortcomings:

After the meeting, I will assess all relevant and appropriate information and make a determination as to what action, if any, should be taken.

If there is an underlying problem that may be affecting your conduct/performance, I encourage you to avail yourself of the pertinent University resources in the attached list.

List of Resources for Employees

University Resources

Accessible Workplace Manager

Lori Corcoran, EdD
325 Whitmore Administration Building
181 Presidents Drive
Amherst, MA 01003
lcorcoran@umass.edu
413-545-6948

Center for Counseling and Psychological Health

(413) 545-2337 24/7 crisis intervention services: (413) 577-5000
Middlesex House
111 County Circle
Amherst, MA 01003-9255
<https://www.umass.edu/counseling/>

Faculty and Staff Assistance Program

219 Hampshire House
131 County Circle
Amherst, MA 01003-9275
By Appointment: Call (413) 545-0350
<https://www.umass.edu/humres/faculty-and-staff-assistance-program>

Equal Opportunity Office

(413) 545-3464
225 Bartlett Hall
130 Hicks Way
Amherst, MA 01103-9269
<https://www.umass.edu/eod/about.html>

Ombuds Office

823 Campus Center
1 Campus Center Way
Amherst, MA 01003-9243
413-545-0867
ombuds@umass.edu
<https://www.umass.edu/ombuds/home>

University Health Services

150 Infirmary Way
Amherst, MA 01003
(413) 577-5000
<https://www.umass.edu/uhs/>

The Chancellor's Committee on Workplace Climate and Bullying, Chancellor's Office

https://www.umass.edu/gateway/sites/default/files/workplace_bullying_grievance_procedure.pdf

Chancellor's Office

spearson@chancellor.umass.edu

413-545-2211

301 Whitmore Administration Building

181 Presidents Drive

Amherst, MA 01003

Workforce Learning and Development

303 Goodell

Amherst, MA 01003-9600

(413) 545-1787

<https://www.umass.edu/wld/>

Unions on Campus

AFSCME Local 1776 Units A & B

116 Hampshire House

University of Massachusetts

Amherst, MA 01003

413-545-2831

local1776@external.umass.edu

Graduate Employee Organization (GEO)

201 Student Union

Amherst, MA 01002

413-545-0705

geo@external.umass.edu

Professional Staff Union/MTA/NEA Units A & B

109 Hampshire House

University of Massachusetts

Amherst, MA 01003

413-545-4509

psu@external.umass.edu

Resident Assistants and Peer Mentors Unit

201 Student Union
Amherst, MA 01003
413-545-0705
info@uaw2322.org

University Staff Association/MTA/NEA

110 Hampshire House
University of Massachusetts
Amherst, MA 01003
413-545-0165
usa@external.umass.edu