

CITY OF MADISON

Sample Pre-Determination Meeting Notice

A [pre-determination meeting](#) is required before any discipline is issued to an employee. Employees must be given proper notice of the meeting.

Sample Memo

Date: February 21, 2022

To: J. Employee

From: J. Supervisor

Subject: Pre-Determination Meeting

A pre-determination meeting will be held on February 24, 2022 at 8:30 am in the Boardroom of the Overture Center. This meeting will be held to discuss the following:

- Damaging the front end of City vehicle number 2711 on February 8, 2022.
- Damaging sweeper number 5433, on February 16, 2022.

Safe operation of City equipment is essential for all employees performing work for the City of Madison. This number of incidents is a cause for concern. Please be prepared to respond to all issues listed above.

You are entitled to association representation if you choose.

Cc: Department Head
Employee/ Labor Relations Manager