**Template Grievance Response**

Date

Name and Address

 Re: Grievance of \_\_ [and case number is available]

Dear [union steward]:

This letter is in response to the step \_ grievance filed on behalf of [employee’s name].[[1]](#footnote-1) The grievance claims that management violated Article \_\_ Section \_\_ of the Agreement between the State of Minnesota and [Union] by [\_\_\_ brief description of alleged violation\_\_]. As a remedy, the union is seeking \_\_\_\_\_\_\_.[[2]](#footnote-2)

On [\_\_date\_\_ ] we held the step \_ grievance meeting. Present at the meeting were you, me, and the grievant. I have carefully reviewed the allegations and for the following reasons have determined that no contract violation occurred. [\_\_\_provide a brief factual statement of reasons\_\_\_].[[3]](#footnote-3)

Therefore the grievance and the requested remedy are denied.

Sincerely,

Name and Title

cc: Grievance File

 Human Resources

1. If the parties agreed to waive a step in the grievance procedure, include the following statement: “On [Date], the parties mutually agreed in writing to waive step \_\_ of the grievance procedure.” [↑](#footnote-ref-1)
2. If the parties agreed to extend a deadline, include the following statement: “On [Date], the parties mutually agreed in writing to extend the deadline to [file the grievance at Step \_\_ until \_\_\_, 200\_] ***or*** [to respond to the grievance at Step \_\_ until \_\_\_\_, 200\_]”. [↑](#footnote-ref-2)
3. If the grievance was not filed in a timely manner, include the following statement: “This grievance was untimely filed, and therefore is neither grievable nor arbitrable. The [date of] filing far exceeds the grievance filing time limit as stated in Article \_\_ Section \_\_ of the Agreement.” [↑](#footnote-ref-3)