

Sample Memorandum for Local Labor/Management Committees

Facility Letter Head
(See Directive #0008, "Use of Department Stationery & Business Cards")

LABOR/MANAGEMENT MEETING MINUTES OR DECLINATION
M E M O R A N D U M

TO: Bureau of Labor Relations

FROM: Superintendent, Bureau Chief, Unit Head

_____ Correctional Facility, Field Office, Unit

DATE:

SUBJECT: Meeting or Declination for the Month of _____

Please indicate if a meeting was held or not.

If a meeting was held, complete sign-off, attach minutes, and forward to appropriate areas.

If a meeting was not held, you still need to complete sign-off and forward to appropriate areas.

	Meeting	No Meeting	
C-82	_____	_____	_____ Union Official
CSEA	_____	_____	_____ Union Official
PEF	_____	_____	_____ Union Official
NYSCOPBA	_____	_____	_____ Union Official

Superintendent, Bureau Chief, Unit Head

CC: Asst. Commissioner, Facility Operations or Community Supervision
Supervising Superintendent or Regional Director
File