**SAMPLE LETTER**

Date

Employee’s First Name and Last Name

Home address – line 1

Home address – line 2

Subject: Staff Compensation Program (SCP) - Performance Evaluation

Dear:

Our records indicate that you are currently on a leave of absence. In order to keep you apprised of the SCP process, please be advised that in accordance with Article 41, Section B.1.a – SCP Procedure of the URA-AFT Agreement, your performance evaluation has been completed. Once you return from your leave of absence, you will be given your performance evaluation and an appraisal meeting will be conducted to discuss the results. Should you wish to get a copy of your performance appraisal prior to your return, please notify me and I will mail you a copy of your performance evaluation. If you have any questions, please feel free to contact me.

Sincerely,

Employee’s Supervisor

cc: Christine O’Connell, President, URA-AFT Local 1766

Office of University Labor Relations