

SAMPLE LETTER
INTENT TO FILE WRITTEN CHARGES FOR DISCHARGE

University Letterhead

Date

Name and Address

Subject: **INTENT TO FILE WRITTEN CHARGES FOR DISCHARGE**

Dear _____,

This letter is to advise you that it is the intent of the Board of Trustees of _____ to file before the University Civil Service Merit Board written charges for your discharge from your position as a/an _____ at the _____. This action is being taken in accordance with section 250.110(f) of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.110(f)).

The proposed Written Charges for Discharge are:

- 1)
 - 2)
 - 3)
- etc.

Section 250.110(f) of the Code states that you may require the employer to hold a meeting with you and/or your representative within three work days of service of this notification for the purpose of responding to the matters contained in this notification of Intent to File Written Charges for Discharge in an attempt to achieve a reconciliation or understanding of the matters contained herein. You may also, within three workdays of service of this notification, deliver to the employer a written response to the matters contained in this notification of Intent to File Written Charges for Discharge. Please call to indicate your intent to require a meeting or provide your written response to the address below by the end of business hours on (date of deadline).

Name of Employer Representative

Address

Phone Number

A copy of section 360 of the State Universities Civil Service Act (110 ILCS 70/360) and section 250.110(f) of the Code are attached to ensure that you understand your rights in this matter. We have also attached other documents in support of the charges outlined above.

Sincerely,

(Signature and Title of Employer Representative)

(NOTE: The letter should also include a reference to, and a copy of, any other university policy or collective bargaining language that may apply in each individual case.)