



Disciplinary Grievance Procedure for General City Employees

Grievance Appeal
Department of Employee Relations
City of Milwaukee (R. 2/15)

DER File # _____

Instructions:

This Grievance Appeal form shall be used when a disciplinary grievance has not been settled under Step 1 OR Step 2 of the City of Milwaukee Discipline and Grievance Procedure.

STEP 2 (Department Head)

An employee wishing to appeal a Disciplinary Grievance Disposition must complete this Grievance Appeal Form and submit it to the Department Head or designee within seven (7) working days of receiving the Grievance Disposition, or for lack of receipt of the Disposition. Please complete all required information and give the original to the Department Head and send a copy to the Department of Employee Relations – Labor Relations Division, Room 701, City Hall.

STEP 3 (Labor Negotiator)

An employee wishing to appeal a Step 2 Disciplinary Grievance Disposition must complete this Form and submit it to the Labor Negotiator within seven (7) working days of the receipt of the disposition from the Department Head or designee, or for lack of receipt of the Disposition. The review by the Labor Negotiator will be conducted as soon as administratively possible. The Labor Negotiator shall determine whether the discipline was reasonable under the circumstances and shall issue a decision in writing either affirming, reducing, or overturning the discipline. The decision of the Labor Negotiator is final.

Form with fields: Employee Name, Title, Telephone #, Department, Email address, Date of Grievance Initiation, Date of Appeal, 1. What are the issues involved in this grievance?, 2. What is the reason for the appeal?, Employee Signature, Date.