



*Disciplinary Grievance Procedure for General City Employees*

**GRIEVANCE DISPOSITION**

Department of Employee Relations

City of Milwaukee (R. 2/15)

DER File # \_\_\_\_\_

**Instructions:**

**STEP 1 (Management level just above the chain of command at which the discipline was administered)**

This Grievance Disposition form shall be used to respond to a Disciplinary Grievance Initiation filed under the City's Discipline and Grievance Procedure. The manager shall confer with the employee and shall provide a written disposition within 15 working days of a meeting to discuss the grievance or within 15 working days of receiving the grievance initiation. Please complete all required information and give original to the employee involved and send a copy to the Department of Employee Relations- Labor Relations Division - Room 701, City Hall.

**STEP 2 (Department Head)**

This Grievance Disposition form shall be used by the Department Head or designee after receiving a Disciplinary Grievance Appeal. The Department Head or designee shall confer with the employee and other departmental personnel as necessary and shall provide a disposition of the grievance within 15 working days of a meeting or within 15 working days of receiving the grievance appeal. Please complete all required information and give original to the employee involved and send a copy to the Department of Employee Relations – Labor Relations Division –Room 701, City Hall.

<b>Employee Name:</b>	<b>Job Title:</b>
<b>Telephone #:</b> <b>Email address:</b>	<b>Department:</b>
<b>Date Grievance Initiation or Appeal was received:</b>	
<b>Date of meeting with employee, if applicable:</b>	
1. <b>What are the issues involved in this grievance?</b>	
2. <b>What is your decision and the basis for that decision?</b>	
3. <b>Names and Titles of the persons with whom this grievance was discussed.</b>	
<b>Manager/Department Head Name:</b>	
Signature: _____	
Title: _____	
Telephone # and email: _____	
Date: _____	