

File No. _____

City of Milwaukee
CC-233 R. 01/2019

EMPLOYEE GRIEVANCE FIRE DEPARTMENT

Instructions:

I. Initiating a Grievance (PART I):

- 1) A grievance initiation shall be completed and filed within fifteen (15) calendar days of the occurrence of the incident leading to the grievance.
- 2) The original grievance is to be delivered to MFD Administration, Office of the Chief.
- 3) The Assistant Chief of Support will respond within fifteen (15) calendar days, returning the original to the grievant (or the original + one copy to the Milwaukee Professional Fire Fighters' Association), forward one copy to the City Labor Negotiator, and retain one copy for department records.

II. Grievance Disposition Appeal to the Fire Chief (PART II):

- 1) Within fifteen (15) calendar days of receipt of the disposition of Part I, the grievant or association representative, shall sign Part II, and submit the original to MFD Administration, Office of the Chief.
- 2) Within fifteen (15) calendar days of receipt of the appeal of Part I, the Fire Chief shall complete the disposition and return the original to the grievant (or the original + one copy to the Milwaukee Professional Fire Fighters' Association), forward one copy to the City Labor Negotiator, and retain one copy for department records.

III. Grievance Disposition Appeal to the City Labor Negotiator [for non-disciplinary issues] / Available only for members of Local 215 (PART III):

- 1) Within fifteen (15) calendar days of receipt of the disposition of Part II, the grievant or association representative, shall sign Part III, and submit in writing, a request for a meeting with the City Labor Negotiator, copying MFD Administration, Office of the Chief.
- 2) A meeting shall be scheduled at a mutually agreeable time to discuss the grievance.
- 3) Within twenty-five (25) calendar days of the meeting, the City Labor Negotiator shall respond in writing with a grievance decision.

IV. Grievance Disposition Appeal to Arbitration / Available only for members of Local 215 (PART IV):

- 1) Within thirty (30) calendar days of receipt of the Part III response, the grievant or association representative, shall sign Part IV, and provide written notice to the Office of the Chief of the intent to proceed to final and binding arbitration.
- 2) Deliver the original of this form to the City Labor Negotiator, and forward one copy to MFD Administration, Office of the Chief.

PART I – Grievance Initiation *(print or type):*

Name of aggrieved employee:		
Title:		Payroll #:
Battalion/Company/Shift:		Date:

<i>Association Representative Signature (if applicable)</i>	<i>Title</i>	<i>Date</i>
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Statement of Grievance: *[State either – but not both – 1) the contract clause involved, making reference to the appropriate page and line number(s); or 2) the rule involved, making reference to the appropriate rule and section number(s).]*

Employee signature: _____ *Date:* _____

Action Requested:

Employee signature: _____ *Date:* _____

Grievance Disposition of the Assistant Chief of Support:

Assistant Chief of Support: _____ Date: _____

PART II – Grievance Disposition Appeal to Fire Chief:

<i>Grievant or Association Representative Signature</i>	<i>Title</i>	<i>Date</i>
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Grievance Disposition of the Fire Chief:

Fire Chief: _____ Date: _____

**PART III – Grievance Disposition Appeal to City Labor Negotiator:
(Available only for members of Local 215)**

<i>Grievant or Association Representative Signature</i>	<i>Title</i>	<i>Date</i>
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Provide a written request for appeal to the City Labor Negotiator within fifteen (15) calendar days of receipt of the disposition of Part II.

**PART IV – Grievance Disposition Appeal to Arbitration:
(Available only for members of Local 215)**

<i>Grievant or Association Representative Signature</i>	<i>Title</i>	<i>Date</i>
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Provide written notice to the Office of the Chief within thirty (30) calendar days of receipt of the Part III response, and of the intent to proceed to final and binding arbitration. Said notice shall identify the grievance and the employees involved.