

Appendix 207-A

Employee Grievance Form

Policy 207 provides an employee with the individual opportunity to address concerns regarding discipline, termination or workplace safety matters, to have those matters reviewed by an impartial hearing officer and to appeal to the county board, where appropriate, as required by Wis. Stat. 66.0509.

The county expects employees and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the grievance procedure. If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable.

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Grievant Name:

Position Title:

Department:

Immediate Supervisor:

Department Head:

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Detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and the specific relief sought.

Date: _____ Employee Signature: _____

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(To Be Completed by Supervisor/Department Head)

Were you aware of this situation?

- Yes
- No

What action, if any, have you taken before receiving this grievance?

What action do you recommend?

Date: _____ Supervisor/DH Signature: _____