WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

University Staff Grievance Form

If you need translation or interpretive services to complete this form, please contact Cultural Linguistic Services. If you need a medical or disability accommodation, please contact your divisional disability representative.

Name:	**Email:**
Division:	**Department:**
Phone #:	

For reference purposes please see the following policy and webpage resources: University Staff Grievances Policy, Grievances in the Workplace: University Staff webpage or contact your divisional representative or OHR Workforce Relations at wr@ohr.wisc.edu.

At what step are you submitting your grievance? Check applicable step. If you are unsure which step should be your starting point, please consult the above resources. Step 1 grievances should be submitted to your college, school, or division representative. This could be your supervisor, director, dean or human resources. Steps 2-4 should be submitted to Office of Human Resources-Workforce Relations at wr@ohr.wisc.edu.

☐ **Step 1**: Employee submits a written grievance within the College, School or Division.

☐ **Step 2**: Grievance hearing with the Office of Human Resources.

☐ **Step 3A**: Impartial Hearing Panel.

☐ **Step 3B**: Wisconsin Employment Relations Commission (WERC).

☐ **Step 4**: Board of Regents.

Action being grieved: Provide an explanation of the action being grieved. Please note, grievable issues include disciplinary action, dismissal, policies, and procedures. Please provide as much information and detail as possible. Add a page if you need additional space.

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What step/s in the Just Cause Checklist do you feel were not met? In the event you are grieving a disciplinary action or dismissal, please review the just cause checklist and indicate if any of the 7 steps of just cause were not met and why. Please note that not all cases require management to meet every step. In the event you are grieving a policy or procedure, you may skip this section.

What relief or solution to the alleged violation are you seeking? Per the University Staff Grievances policy, 7.01.A.VII at no step of the grievance process may a financial award be ordered for any employee beyond back pay and benefits actually lost, together with reinstatement. At no step of the grievance process may an order for compensation for fees and expenses of representatives, pain and suffering, emotional distress, penalties, or punitive damages be awarded.

Do you have a representative assisting you with this grievance? ☐ **Yes** ☐ **No**
Under University Staff Grievances policy Section VI.1 employees have the right to assistance from a representative of their choice at any step in the grievance process. Where no conflict of interest exists, this could be a family member, friend, coworker, ombudsman or other designated person who helps you navigate the grievance process. A conflict of interest may exist if the person is involved in the matter being grieved.

If you do have a representative please provide the following information:
Representative's Name:
Representative's Contact Information (email and phone #):

Is your representative an attorney? ☐ **Yes** ☐ **No**

If you would like your representative to receive, review and access records regarding your grievance, please provide authorization by marking the appropriate response: ☐ **Yes** ☐ **No**

Grievant/Employee's Signature:

Date:

If you have supporting documentation that you want considered for this grievance, please attach.