

# EMPLOYEE GRIEVANCE REPORT

(TYPE OR PRINT WITH BALL POINT PEN-[press firmly])

If this is a group grievance, use name and classification of spokesperson and attach a sheet listing the names, classifications, and signatures of other grievants

Grievance Step - circle one		
1	2	3

No. - for Agency use only
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Name - Last, First, Middle Initial		Classification	
Agency	Division	Employing Unit	Work Unit
Work Unit Telephone		Headquarters location	Shift or Hours of Work

This grievance alleges violation of work rules, admin. code or agency policy: Type of grievance (check one):  Individual  
 Group  
 (Attach copy of rules, admin. code or agency policy allegedly violated.) In a group grievance, names of all grievants must be listed  
 and all of the grievants must sign the grievance.  
 Describe the grievance - state all facts, including time, place of incident, names of persons involved, etc.

Relief sought

Employee's Signature	Employee Representative's Signature (if applicable)	Date Submitted
Employee's Mailing Address and e-mail address	Employee Representative's Name (PRINT) (if applicable)	Employee Representative's Mailing Address and e-mail address (if applicable)

Employer's Decision

Employer's Signature	Title	Date Received	Date Returned
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### INSTRUCTIONS

In the event that the employee is not satisfied with the supervisor's written decision, or if the supervisor does not return an answer within the time limits identified in Wisconsin Human Resources Handbook Chapter 430.080, the grievance must be appealed to the next higher step or appealed to the Wisconsin Employment Relations Commission within the time limits set forth in Wisconsin Human Resources Handbook Chapter 430.080.

### GRIEVANCE MUST BE FILED ON THIS FORM

Complete this report following instructions. Detach third copy (pink) and submit rest of set to the proper representative of your employer.

**See Wisconsin Human Resources Handbook Chapter 430.080 for time limits for presenting and acting on grievances. Failure to observe these time limits will result in loss of appeal rights.**