



*Milwaukee County*  
**Grievance Procedure – Suspensions of 5-9 days**

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***Employees are encouraged to escalate concerns about disciplinary action to their supervisor/manager, department head, or human resources representative. However, any employee who receives a suspension that is 5 to 9 days in length may file a formal, written grievance.***

### **Disciplinary Suspensions**

At Milwaukee County, we strive to retain employees who demonstrate the skills, knowledge and conduct that are consistent with the overall mission of Milwaukee County. If your work or behavior does not meet expectations, coaching or formal disciplinary action may occur, in order to provide you an opportunity for improvement. However, if improvement does not occur over a reasonable time frame, disciplinary action may eventually lead to termination of employment.

Under Civil Service Rules, supervisors and managers have the right to issue unpaid suspensions to employees as part of the disciplinary process. Please review Rule VII, Section 4 ([link](#)), which indicates the reasons for which a manager may issue a suspension to an employee. This grievance procedure applies only to unpaid suspensions that are 5-9 days in length, which an employee believes violates Civil Service Rules. ***Grievances for suspensions that are 10 days or longer, or multiple suspensions that occur within a 6 month period, follow a separate procedure ([link](#)).***

### **GRIEVANCE PROCEDURE**

**The employee may identify a representative of his/her choice at any step in this procedure.**

**Step 1:** If discussions with the employee's supervisor do not resolve the concern, and employee may prepare and file a written grievance within five (5) working days of the commencement of the suspension. The grievance should be submitted to the manager just above the chain of supervision at which the concern was discussed, and a copy must be provided to the department's Human Resources representative. The grievance must include a clear and concise statement of the pertinent facts, including what rules were allegedly violated, if applicable. The manager may confer with the employee, the employee's representative, and relevant personnel, including any witnesses provided by the employee, in an attempt to resolve the grievance. Within ten (10) working days of the grievance initiation, the manager must provide a written disposition.

**Step 2:** If the issue remains unresolved, the employee may within 5 (five) working days of receiving the grievance disposition, forward a written request for review to the Department Head or his/her designee, and send a copy to your department Human Resources representative. The Department Head or designee may confer with the employee, the employee's representative, and relevant personnel, including witnesses named by the employee, and shall provide a written disposition of the grievance within ten (10) working days of receiving the request for review, or within ten (10) working days of meeting to discuss the grievance, whichever is later.

**Step 3:** If the issue remains unresolved, the employee may submit a written appeal within five (5) working days of receiving the written disposition from the Department Head or his/her designee to the Personnel Review Board (PRB). The PRB will act as the independent reviewer for the appeal, and will schedule a hearing with the parties involved. The PRB will notify the employee and the department of the decision in writing within thirty (30) working days from the date of the appeal or the date the hearing is held. The PRB shall issue a final disposition instructing the department and employee of necessary steps to resolve the grievance.

#### **DOCUMENTATION AND TIMELINE**

All grievance and dispositions will utilize the appropriate **forms** (link) provided on the Human Resources website. A grievance will be processed pursuant to established timelines. A grievant may advance a grievance to the next step if a response is not provided within the designated timeframes. An employee may not file or advance a grievance outside of the designated timeframes. Any grievance having been answered and not appealed to the next step within the allotted time shall be considered resolved as of the previous disposition. Time limits for any step in the procedure may be extended by agreement of the parties involved.

#### **CHANGES TO GRIEVANCE PROCEDURE**

Any recommended changes to the 5-9 Day Suspension Grievance Procedure must be approved by the Director of Human Resources or his/her designee before they may be implemented.

#### **ANNUAL REPORT**

The County Executive will receive an annual report of the volume and nature of grievances filed under this Grievance Procedure by the Director of Human Resources.

Date of Submission:

Suspension 5-9 Days

Milwaukee County  
GRIEVANCE INITIATION FORM

Employee/Grievant Information	
Name:	Job Title:
Department:	Work Schedule:
Supervisor Name:	Work Phone #:
Representative:	

Grievance Submitted To	
Name:	Job Title:
Department:	

Please describe what happened that led to your decision to file a grievance (include details as to date, who was involved, etc.)

What rule or regulation was allegedly violated?

What is your proposed remedy for this situation?

Signature of Grievant:

## **Instructions for Filing Grievances (suspensions 5-9 days)**

- 1. This grievance form may only be filed on matters related to unpaid suspensions that are 5-9 days in length.**
- 2. After completing each section of the form (typed or printed), sign the form and make 4 copies.**
- 3. Distribute copies: (1) your manager; (2) the person to whom you are submitting the grievance (as noted on the form); (3) your Human Resources representative; (4) keep a copy for your own records.**
- 4. You will be contacted by the individual you submitted the grievance to, in order to begin the process of resolving the grievance. A written disposition will be provided to you within the required timeframe.**



## *Milwaukee County*

### **Grievance Procedure – Workplace Safety & General Ordinances**

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***This grievance procedure outlines two specific scenarios under which employees may file a formal, written grievance: workplace safety, and Milwaukee County General Ordinances.***

#### **Workplace Safety Grievances**

This grievance procedure is designed to allow employees to identify, document and report safety-related concerns that present a threat of injury or illness, and to allow managers, supervisors, and/or Safety Officers to address those concerns in a timely manner. This Grievance Procedure has been adopted pursuant to 2011 Wisconsin Act 10. It will be administered by the Department of Human Resources.

“Workplace safety” means conditions of employment related to the health and safety of employees, and includes safety of the physical work environment, the safe operation of workplace equipment and tools, use of personal protective equipment, training requirements, warning requirements, workplace violence, and accident risk.

Every reasonable effort should be made by employees and supervisors to resolve workplace concerns before filing a grievance. Safety concerns or problems requiring immediate action or follow-up shall not be delayed by the steps outlined in this procedure. It is the employee’s responsibility to immediately notify the supervisor or safety coordinator of the safety hazard. It is the supervisor’s responsibility to respond accordingly and without delay.

Any grievance filed regarding workplace safety must relate to issues personal to the grievant filing the grievance. A grievance filed regarding workplace safety must be filed by the grievant claiming he or she has been personally affected by or witnessed the alleged workplace safety violation. The resolution of the issues may take into account relevant risk factors, including, but not limited to:

- Whether the concern or hazard can be isolated;
- The number and location of employees affected;
- Whether appropriate temporary measures are possible or desirable;
- Whether environmental monitoring is desirable; and,
- The time that may elapse before the hazard or risk is permanently corrected.

## **General Ordinance Grievances**

Items outlined in Chapter 17 of the Milwaukee County General Ordinances (insert link) are also subject to the grievance process. Please review the link for a complete description of the items included in these ordinances.

## **GRIEVANCE PROCEDURE**

### **The employee may identify a representative of his/her choice at any step in this procedure.**

**Step 1:** If discussions with the employee's supervisor do not resolve the workplace safety concern, and employee may prepare and file a written grievance within five (5) working days of actual knowledge of the workplace safety concern. The grievance should be submitted to the manager just above the chain of supervision at which the concern was discussed, and a copy must be provided to the Department's Safety Officer, where applicable. The grievance must include a clear and concise statement of the pertinent facts, including the workplace rules allegedly violated, if applicable. The grievance should identify a proposed remedy for the alleged violation or safety concern. The manager may confer with the employee, the employee's representative, and relevant personnel, including any witnesses provided by the employee, in an attempt to resolve the grievance. Within ten (10) working days of the grievance initiation, the manager must provide a written disposition.

**Step 2:** If the issue remains unresolved, the employee may within 5 (five) working days of receiving the grievance disposition, forward a written request for review to the Department Head or his/her designee. The Department Head or designee may confer with the employee, the employee's representative, and relevant personnel, including witnesses named by the employee, and shall provide a written disposition of the grievance within ten (10) working days of receiving the request for review, or within ten (10) working days of meeting to discuss the grievance, whichever is later.

**Step 3:** If the issue remains unresolved, the employee may submit a written appeal within five (5) working days of receiving the written disposition from the Department Head or designee to the Employee Relations Manager. The Employee Relations Manager will act as the independent reviewer for the appeal, and will contact the parties involved to hear their viewpoints of the issue. The Employee Relations Manager will notify the employee and the department of the decision in writing within thirty (30) working days from the date of the appeal or the date a meeting is held. The Employee Relations Manager shall issue a final disposition instructing the department and employee of necessary steps to resolve the grievance.

### **DOCUMENTATION AND TIMELINE**

All grievance and dispositions will utilize the appropriate **forms** (link) provided on the Human Resources website. A grievance will be processed pursuant to established timelines. A grievant may advance a grievance to the next step if a response is not provided within the designated timeframes. An employee may not file or advance a grievance outside of the designated timeframes. Any grievance having been answered and not appealed to the next step within the allotted time shall be considered resolved as of the previous disposition. Time limits for any step in the procedure may be extended by agreement of the parties involved.

### **CHANGES TO GRIEVANCE PROCEDURE**

Any recommended changes to the Workplace Safety & General Ordinance Grievance Procedure must be approved by the Director of Human Resources or his/her designee before they may be implemented.

### **ANNUAL REPORT**

The County Executive will receive an annual report of the volume and nature of grievances filed under this Grievance Procedure by the Director of Human Resources.

Date of Submission:

- Workplace Safety
- General Ordinances

Milwaukee County  
GRIEVANCE INITIATION FORM

Employee/Grievant Information	
Name:	Job Title:
Department:	Work Schedule:
Supervisor Name:	Work Phone #:
Representative:	

Grievance Submitted To	
Name:	Job Title:
Department:	

Please describe what happened that led to your decision to file a grievance (include details as to date, who was involved, etc.)

What rule or regulation was allegedly violated?

What is your proposed remedy for this situation?

Signature of Grievant:

## **Instructions for Filing Grievances (workplace safety and alleged ordinance violations)**

- 1. This grievance form may only be filed on matters related to workplace safety issues, or alleged violations of Milwaukee County General Ordinances.**
- 2. After completing each section of the form (typed or printed), sign the form and make 4 copies.**
- 3. Distribute copies: (1) your manager; (2) the person to whom you are submitting the grievance (as noted on the form); (3) your Human Resources representative; (4) keep a copy for your own records.**
- 4. You will be contacted by the individual you submitted the grievance to, in order to begin the process of resolving the grievance. A written disposition will be provided to you within the required timeframe.**

## **Open Communications Policy**

Open communication is essential to ensure we maintain a professional and supportive working environment. We encourage every employee to actively participate in making the County a great place to work, which includes proactively communicating any concerns that arise. Our Open Communication Policy ensures that every employee will be heard, and that we value your views and opinions when making decisions that will improve the workplace and the services we provide.

When you have questions or concerns about your work responsibilities, disciplinary action, your work environment, or any other work-related issues, please meet with your supervisor or manager to discuss them. Your supervisor or manager understands your work best and is frequently able to address your questions or concerns. If your concern is not resolved, please present it to your Department Head, who will then investigate and provide a solution or explanation. We recommend that you bring the matter to the Department Head or his/her designee as soon as possible after you believe that your immediate manager has not resolved the matter. If the problem is still not resolved, we recommend that you present the problem to Human Resources, who will investigate your concerns to reach a final resolution. Human Resources representatives are interested in helping with any type of problem, but their perspective might be particularly useful in situations when you feel the issue is sensitive or confidential, such as matters related to inappropriate workplace conduct (including harassment and discrimination), performance, salary increases or discipline.

Also, for information about Milwaukee County's policy against sexual harassment and our reporting procedures, please refer to Milwaukee County's Sexual Harassment Policy at:

<http://county.milwaukee.gov/SexualHarassmentPoli17546.htm>

### **Filing a Written Grievance**

There are 3 types of issues for which we have a formal grievance process established for classified employees to utilize, should you be unable to resolve your concerns through your manager or Human Resources:

- 1) Workplace Safety
- 2) Alleged Violations of Milwaukee County General Ordinances, Chapter 17
- 3) Unpaid Suspensions that are 5 days or longer

If you would like to pursue the formal grievance process for any of these 3 reasons, please click on this link to obtain additional information, including the grievance form. **(Link)**