

**THIS FORM MUST BE COMPLETELY FILLED OUT**

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**Grievant:** File a copy of this form with your immediate supervisor and retain a copy for filing at the next step or steps (see instructions on page 2 for a description of who to file with for steps 1 through 4) if necessary. If you do not receive a response within 10 working days or disagree with the action taken, you may file a copy of the grievance at the next step.

See instructions on reverse of this form for procedures to be followed in filing a formal grievance.  
GRIEVANCE PROCEDURE

A grievance is defined as an act, omission or occurrence which a permanent employee feels constitutes an injustice and can be established on factual information. It may relate to any condition arising out of the relationship between an employer and an employee, including but not limited to, compensation, working hours, working conditions, membership in an organization of employees or the interpretation of any law, regulation or disagreement. It does not include position allocation, involuntary transfers, dismissals, demotions, or suspensions.

The grievance procedure and statements made on this form do not include all the rights available to a grievant.

#### Instructions for All Parties (Employee and Management)

1. A formal grievance must be filed within 20 working days following origin of the grievance or the date an employee who feels aggrieved learns of the problem. Every effort should be made to resolve the grievance by informal discussion during this 20-day period

#### Instructions for The Employee Submitting A Grievance (Grievant)

1. When a formal grievance is filed, all the information requested on this form must be provided. The description of the grievance should include the names of other persons involved in the act, omission or occurrence.
2. The normal course of action in the grievance procedure is as follows:  
  
Step 1: File with Immediate Supervisor - If not resolved within 10 working days, take next step.  
Step 2: File with Town Board - If not resolved within 10 working days, take next step.  
Step 3: File with Taylor County Human Resources.
3. Following receipt of notification of action at steps 1-2, the grievant has 10 working days to refer the grievance to the next step unless the time limit is extended by agreement of the parties. A grievance may be submitted to the next level if the grievant has not received notification within the 10 working day period in which such action is required. The respondent, at each step, retains the documentation received from the grievant. The grievant is responsible for maintaining copies of the documentation he or she provided for his or her records and for filing at the next step in the grievance procedure, including attaching all previous responses when submitting the grievance to the next step.