



Grievance Number – For Agency/DPM use only

## EMPLOYER GRIEVANCE DECISION

STEP 1   
 STEP 2

Management Representative Name (Last, First)		Title	
Grievant Name (Last, First, MI)			
Grievant Representative Name & Contact Information			
Date Grievance Received	Date Heard	Date Returned	Method of Return
Subject of Grievance <input type="checkbox"/> 1-Day Suspension <input type="checkbox"/> 3-Day Suspension <input type="checkbox"/> 5-Day Suspension <input type="checkbox"/> Demotion <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff <input type="checkbox"/> Reduction in Base Pay			
Grievance Decision			
Rationale			

**INSTRUCTIONS: If dissatisfied with the decision, the grievance may be appealed.**

**Appeal of a Step 1 Decision:** A timely appeal of a Step 1 decision must be submitted to DPM at [DOADPMGrievance@wisconsin.gov](mailto:DOADPMGrievance@wisconsin.gov) or 101 East Wilson St., 4<sup>th</sup> Floor, PO Box 7855, Madison, WI 53707-7855 within 14 days of the date provided in the “Date Returned” box on the Step 1 decision. If the appointing authority or designee does not issue a written decision within 15 days after the receipt of the grievance at Step 1, the employee may appeal their grievance to DPM.

**Appeal of a Step 2 Decision:** A timely appeal of a Step 2 Decision must be filed with the Wisconsin Employment Relations Commission no later than 14 days after receiving DPM's decision. If DPM does not issue a written decision within 31 days after receiving the grievance the grievance may be appealed to the WERC.

**CONDITIONS OF EMPLOYMENT GRIEVANCES:** Refer to Wisconsin Administrative Code Chapter ER 46 for further instructions.