

Town of Garden Valley, Jackson County, Wisconsin

Employee Grievance Procedure

Purpose: This grievance procedure is adopted pursuant to s. 66.0509(lm), Wis. Stat., and is intended to provide a timely and orderly review of disputes regarding: a) employee terminations, b) employee discipline, and c) workplace safety.

Process and Timelines:

1. The employee must file a written grievance with the town clerk within 10 days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. So that an earnest effort can be made to resolve the matter informally, the grievant must discuss the issue with the town chairman prior to filing the written grievance.
2. The town chairman will meet with the grievant within 10 days of receipt of the written grievance. The chairman will provide the grievant with a written response with 10 days of the meeting. A copy will be filed in the clerk's office.
3. The employee may request an appeal to the town board by filing a written request with the town clerk within 10 days of receiving the written response. The town clerk shall notify the town chair about the filing of the request for a hearing as soon as practicable. The town board shall decide the matter and issue a written decision with 45 days of the filing of the appeal. The town board may sustain, deny or modify the recommendation of the town chairman. The decision of the town board shall be final and binding. A copy of the board's decision shall be provided to the employee and filed in the town clerk's office.
4. All timelines may be extended by mutual written agreement of the town board and employee. Without such agreement, a failure of the employee to adhere to any of the specified timelines shall preclude any further consideration of the grievance.
5. If the grievance is not answered with the time limits, at any stage, the employee may proceed to the next available step with 7 days.
6. The grievant and town board may mutually agree in writing to waive a step or multiple steps within the procedure.
7. Grant the requested or agreed upon remedy resolves the grievance.

Resolution for Adopting Employee Grievance Procedure

Whereas s. 66.0509(1m), Wis. Stat. requires local governmental units to adopt an employee grievance procedure;

Whereas the Town of Garden Valley, Jackson County, Wisconsin has thoughtfully considered the requirement and prepared an employee grievance procedure that contain the required elements;

Now, therefore be it resolved, that the two board of the Town of Garden Valley, Jackson County, Wisconsin adopts the attached employee grievance procedure pursuant to s. 66.0509(1m), Wis. State.

Adopted this _____ day of _____, 2011.

By the Town Board:

Attested by Town Clerk:
