

# CITY OF MADISON

## Preparing for a Grievance Meeting

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Use the following checklist to prepare for a grievance meeting.

- Read the grievance thoroughly and think the issue through.**  
Try to articulate the issue in your own words, prior to hearing the employee's explanation. Put yourself in the employee's shoes and think about what happened and why this employee feels the contract or handbook was violated.
- Read the contract or Handbook/Ordinances as well as departmental policies.**  
Your department may have a policy or Memorandum of Understanding with regard to the interpretation of contract language.
- Talk to other supervisors and Employee and Labor Relations staff.**  
There is a good chance that an experienced supervisor has seen the same or similar issues in the past. They can provide some top-notch advice on how to handle the situation.
- Check for past practice.**  
Many issues come and go and then come again. If the language in the contract is not clear, chances are a practice has evolved to deal with the situation.
- Schedule the grievance meeting.**  
The collective bargaining agreements and Handbook contain specific guidelines with regard to when the meeting should be scheduled.
  - The grievant should be provided 24 hours notice.
  - This [Sample Grievance Meeting Notice](#) should be used to provide written notice of the meeting.