

**CITY OF MADISON
Non-Represented Employee Grievance Report**

| | | | Grievance Step – Circle One | | |
|--|--|----------------------------|-----------------------------|---|---|
| | | | 1 | 2 | 3 |
| Last Name | First Name | MI | Job Title | | |
| Department/Division | Work Location | | Home Address | | |
| Compensation Group | Work Phone No. | | Home Phone No. | | |
| This grievance alleges violation of Madison General Ordinance(s) Chapter __Section__Parag.__ Other: | | | | | |
| Date of Alleged Grievance: | | | | | |
| Describe the grievance – state all facts, including time, place of incident, names of persons involved, etc. (Attach additional sheets, if necessary.) | | | | | |
| Relief sought: | | | | | |
| Employee's Signature | Association Representative Signature (not required) | | Date filed with employer | | |
| Employer Representative's Answer | | | | | |
| Employer Representative's Signature | Title | Date Grievance Received | Date Answered | | |

INSTRUCTIONS

See Administrative Procedure Memorandum 2-16 for time limits and procedures for presenting and acting on grievances.

Note: **This process does not apply to appeals of disciplinary action.** For Appeal of Removals, Suspensions, Discharges, Reductions, Dismissals, Layoffs and Resignations, see Madison General Ordinance 3.53(16) for procedures.