University of Wisconsin–Madison Police

Policy: 25.1
SUBJECT: GRIEVANCE PROCEDURES
EFFECTIVE DATE: 06/01/10 **REVISED DATE: 05/01/12, 09/01/14**

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POLICY:
The University of Wisconsin–Madison Police Department shall develop policies to ensure that personnel actions are fair and that open lines of communication exist. Employees are encouraged to promptly discuss with their supervisor any work-related problems. Once identified, most problems can be resolved in a direct and open manner.

DEFINITIONS:
"Grievance" refers to a written complaint involving an alleged violation of a specific provision of the employee's union negotiated contract.

PROCEDURE:
25.1.1 GRIEVANCE PROCEDURE
The following shall describe and govern Department grievance procedures:

A. Supervisors and employees are expected to resolve problems as they arise and should work to informally resolve grievances, if possible. However, it is recognized that there may be grievances that will only be resolved after a formal review and appeal.

B. An employee or group of employees may file a grievance as a formal complaint through the department's grievance procedure. Criteria for permanent and project employees to file a complaint are detailed in the University Policy and "Wisconsin Human Resources Handbook," Chapter 430.

C. Grievances shall be initiated using the appropriate grievance form(s) designated by the State.

D. Grievances shall be processed according to employee classification, with procedures outlined in respective manuals and/or agreements. Detailed grievance procedures are contained in the University Policy Manual, and the Wisconsin Human Resources Handbook. Controlling procedural language establishes a grievance procedure that includes identification of the matters that are grievable (scope) and the levels in the agency or government to which grievances may be filed and/or appealed; establishment of time limitations for filing or appealing a grievance to the next level; a description of the type of information to be submitted when filing grievances; establishment of procedural steps and time limitations at each level in responding to the grievances or appeals; and establishment of criteria for employee representation.

25.1.2 GRIEVANCE PROCEDURE COORDINATION AND RECORDS MAINTENANCE
The following defines responsibilities regarding coordination of grievance procedures and records maintenance:

A. The Assistant Chief or designee shall be responsible for the coordination of all grievance procedures.

B. The sensitivity of grievance records dictates additional precautions in controlling access to those records. The University Business Specialist shall therefore maintain and control all grievance records in a secure area. Access to such records shall be limited to those persons who possess a legal or vested interest.

C. Grievance records are confidential and shall not be released without the approval of the Chief of Police. Supervisors shall have access to review employee grievance records involving employees under their supervision.

25.1.3 GRIEVANCE ANALYSIS
The following provides for a documented annual analysis of grievance:

A. Department grievances shall be analyzed on an annual basis. Through analysis, steps may be taken to minimize the causes of such grievances in the future.

B. The Personnel Sergeant shall be responsible for analyzing grievances and reporting subsequent findings to managerial staff.