

**Rules and Regulations, SOP 110**  
**GRIEVANCE PROCEDURE**

1. A grievance is a complaint or dispute by a member relating to employment, including the following:
  - A. Disciplinary actions involving dismissal, demotion, or suspension, provided that dismissals are grievable whenever resulting from formal discipline or unsatisfactory job performance.
  - B. The application of personnel policies, procedures, rules, and regulations.
  - C. Acts of retaliation resulting from the use of the grievance procedure, participation in the grievance of another member, compliance with any federal or state law, reporting any violation of such law to a governmental authority, or seeking any change in law before Congress or the state legislature.
  - D. Complaints of discrimination on the basis of age, color, disability, ethnicity, national origin, political affiliation, race, gender, or sexual orientation.
2. A member who believes he/she has a legitimate reason to file a complaint or grievance should consult with the fire chief, unless the fire chief is the reason for the grievance, then consult with a member of the Village Board.

3. **Personnel Grievance and Appeals Procedure**

This grievance and appeals procedure is authorized by the Board of Trustees, Village of Lyndon Station, Wisconsin and is a means of resolving employee grievances in an equitable and timely manner without fear of reprisal.

A grievance is defined as a complaint of violation of personnel law, policy, rules, regulation, procedure, guidelines, condition of employment, past practice, or agreement; or a dispute over its application and interpretation; or a claim of discipline without just cause.

Time is counted in terms of calendar days, excluding State and Federal holidays.

**Step 1** of the grievance procedure:

An employee with a grievable complaint must file with the Village of Lyndon Station Clerk a written grievance on a Village of Lyndon Station PERSONNEL GRIEVANCE FORM within 14 calendar days of becoming aware of the cause of

the complaint. (See Attachment 7.) The Step 1 Official must hold an oral conference **and** issue a written answer to the grievant within 14 calendar days after the grievance is filed. The grievant may have a fellow worker, or a representative of his or her choice, attend the grievance conference.

**Step 2** of the grievance procedure:

If the grievant is not satisfied with the Step 1 Answer, the grievant may appeal the Step 1 Answer to the Village of Lyndon Station Village Board, using a PERSONNEL GRIEVANCE FORM (Attachment 7), within 14 calendar days of a Step 1 Answer. Within 28 calendar days of the date of appeal to Step 2, the Step 2 Officials must hold an oral conference with the grievant and his or her representative **and** issue a written response. The grievant may have a fellow employee or a representative of his or her choice attend the grievance conference.