



Fire Department

Mark Rohlfing
Chief

Gerard Washington
Assistant Chief
Michael Payne
Assistant Chief
Paul Conway
Assistant Chief

August 30, 2011

To the Honorable
The Board of Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, Wisconsin 53202

Dear Commissioners:

In response to your request, attached are the department's draft Disciplinary Grievance Procedure for Non-exempt Civilian Personnel and the associated draft of the Employee Grievance form for civilians.

The affected employees will be receiving an individual copy of the policy and form after Commission approval. I look forward to discussing any questions or concerns you may have at the next meeting of your Honorable Board.

Respectfully,



MARK ROHLFING
Chief

MR/jlb
Attachments
FPC\Civilian Employees\Disc Griev Proc Cov Ltr 0811

**Milwaukee Fire Department
Disciplinary Grievance Procedure
for Non-exempt Civilian Personnel**

1. Purpose

To resolve differences involving the interpretation, application, or enforcement of department rules, regulations, policies, and procedures that result in disciplinary actions.

2. Applicability

This procedure is applicable to non-sworn, non-probationary, non-exempt full-time members that are not subject to a collective bargaining agreement for disciplinary actions and who receive a division-level reprimand, official reprimand, or suspension without pay for less than six (6) days. Members that are discharged, demoted, or suspended without pay for more than five (5) working days are subject to Fire and Police Commission appeal procedures.

3. Procedure

Disciplinary grievances shall be initiated at one level above the chain-of-command at which the discipline was administered, except that in cases of discipline administered by the Chief, the grievances shall be initiated at Step 3 of the procedure.

4. Appeal

A. Step 1 – Bureau Head

- 1.) The member may submit a written disciplinary grievance (see attached form) to the Assistant Chief of his/her bureau within ten (10) days of receiving the discipline notice.
- 2.) The Assistant Chief may confer with the member and department personnel as necessary, and shall provide the member with a written disposition within fifteen (15) days of receipt of the grievance.

B. Step 2 – Chief's Panel

- 1.) If the grievance is not resolved in Step 1, the member may submit the written grievance to the Assistant Chief of the Support Bureau and request a panel of not more than three supervisory members designated by the Chief, within ten (10) days of receipt of the decision of the Assistant Chief.

- 2.) The Chief's panel may confer with the member and department personnel as necessary, and shall provide the member with a written disposition within fifteen (15) days of receipt of the written appeal.

C. Step 3 – Chief

- 1.) If the grievance is not resolved in Step 2, the member may submit the written grievance to the Chief within ten (10) days of receipt of the decision of the Chief's panel.
- 2.) The Chief may confer with the member and department personnel as necessary, and shall provide the member with a written disposition within fifteen (15) days of receipt of the written appeal.

D. Step 4 – City Labor Negotiator

- 1.) If the grievance is not resolved in Step 3, the member may submit the written grievance, through the Chief, to the City Labor Negotiator within ten (10) days of receipt of the decision of the Chief.
- 2.) The City Labor Negotiator may confer with the member and department personnel as necessary, and shall provide the member with a final written disposition within fifteen (15) days of receipt of the written appeal.

5. Requirements

All grievances shall utilize the appropriate department forms. Any grievance not appealed to the next step within the allotted time shall be considered resolved or abandoned, unless extended by management necessity or mutual agreement.

The Support Bureau, Administration Division, shall submit an annual report to the Fire and Police Commission of all grievances and their dispositions.

GW/jlb

Attachment (Disciplinary Grievance Form)

FPC\Civilian Personnel\Disciplinary Grievance Procedure

II. (a) GRIEVANCE DISPOSITION to FIRE CHIEF'S PANEL (print or type unless denoted as a "signature" block)

Grievant's Authorizing Signature:	Title:	Date:
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(only the Fire Chief's Panel Chairperson or appointed designee is to write in this space)

Received-Grievant	
Date	Initials

Chairperson/Designee Signature _____ Date _____

III. (a) GRIEVANCE DISPOSITION APPEAL to FIRE CHIEF (print or type unless denoted as a "signature" block)

Grievant's Authorizing Signature:	Title:	Date:
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(only the Fire Chief is to write in this space)

Received-Grievant	
Date	Initials

Fire Chief Signature: _____ Date _____

IV. (a) GRIEVANCE DISPOSITION APPEAL to LABOR NEGOTIATOR (print or type unless denoted as a "signature" block)

Grievant's Authorizing Signature:	Title:	Date:
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Received-Labor	
Date	Initials

Grievance disposition by Labor Negotiator to be written here or attached to this form, with the original sent to the grievant, and one (1) copy sent to the Fire Chief.