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| State of Wisconsin  Department of Administration  Division of Personnel Management  DOA-15803 (R05/2019) | | |  | | |  | | **Grievance Number – For Agency/DPM use only**  Click or tap here to enter text. | | |
|  | **EMPLOYER GRIEVANCE DECISION** | | | | | | | | **STEP 1** | |
|  | | | | | | | | | | **STEP 2** |
| Management Representative Name (Last, First) | | | | | Title | | | | | |
|  | | | | |  | | | | | |
| Grievant Name (Last, First, MI) | | | | | | | | | | |
|  | | | | | | | | | | |
| Grievant Representative Name & Contact Information | | | | | | | | | | |
|  | | | | | | | | | | |
| Date Grievance Received | | Date Heard | | Date Returned | | | Method of Return | | | |
|  | |  | |  | | |  | | | |
| Adverse Employment or Condition of Employment Action/Subject of Grievance (Please Check One) | | | | | | | | | | |
|  | | | | | | | | | | |
| Grievance Decision | | | | | | | | | | |
|  | | | | | | | | | | |
| Rationale | | | | | | | | | | |
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| **INSTRUCTIONS:** **If dissatisfied with the decision, the grievance may be appealed.**  **Appeal of a Step 1 Decision**: A Step 1 decision appeal must be submitted using the DPM Adverse Employment Action and Condition of Employment Employee Grievance form (DOA-15802) available on the Division of Personnel Management website at <https://dpm.wi.gov/Pages/How_Do_I/FileAGrievance.aspx>. A timely appeal of a Step 1 decision must be submitted to DPM at [DOADPMGrievance@wisconsin.gov](mailto:DOADPMGrievance@wisconsin.gov) or 101 East Wilson St., 4th Floor, PO Box 7855, Madison, WI 53707-7855 within 14 days of the date provided in the “Date Returned” box on the Step 1 decision.  If the appointing authority or designee does not issue a written decision within 15 days after the receipt of the grievance at Step 1, the employee may appeal their grievance to DPM.  **Appeal of a Step 2 Decision:** A timely appeal of a Step 2 Decision must be filed with the Wisconsin Employment Relations Commission no later than 14 days after receiving DPM’s decision.  If DPM does not issue a written decision within 31 days after receiving the grievance the grievance may be appealed to the WERC. | | | | | | | | | | |