Layoff Appeal Process for University Staff

As authorized under UW System Administrative Policy 1233 and University Staff Grievance Policy

Applicable to Employees Hired On or Before July 1, 2015:

Step 1

- Employee fills out Grievance Form (linked here) and submits to the Vice Chancellor of their division and Human Resources no later than 11/20/23
- •Meetings with VC will be scheduled within 30 days
- •Written decision from VC will be issued within 7 days

Employees have the option to select either 2A or 2B:

Step 2A

- •Employee notifies Chancellor, University Staff Senate and HR they are appealing Step 1 decision within 10 days of receiving outcome
- •University Staff Hearing Committee shall review the grievance and either schedule a hearing or send their recommendation to the Chancellor and employee
- •If hearing is called, must be completed within 40 days and final report goes to Chancellor
- •Chancellor will accept or reject the findings within 20 days of receipt of report

Step 2B

- Employee notifies Chancellor they are appealing Step 1 decision within 10 days of receiving outcome
- •If dissatisfied with Chancellor's decision, can appeal directly to Wisconsin Employment Relations Commission within 30 days.