

Layoff Appeal Process for University Staff

As authorized under [UW System Administrative Policy 1233](#) and [University Staff Grievance Policy](#)

Applicable to Employees Hired After 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 Vice Chancellors will be scheduled within 30 days
- Written decision from Vice Chancellor will be issued within 7 days

Step 2

- Employee notifies Chancellor, University Staff Senate and Human Resources 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