



# Employee Dispute Resolution Procedure

## INTAKE FORM

City of Milwaukee (R. 06/20)

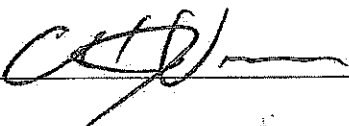
DER File # \_\_\_\_\_

### INSTRUCTIONS:

Under the Employee Dispute Resolution Procedure, every reasonable effort should be made by employees and supervisors or personnel officers to resolve issues or concerns before submitting a dispute form. If discussions with the supervisor or personnel officer do not resolve the issue, an employee may file a dispute form within five (5) working days of receiving the Department's decision that it will not be able to resolve the dispute. Please complete all required information and give one copy to the supervisor or personnel officer. Send one copy to the Department of Employee Relations, Room 706, City Hall. The Labor Negotiator or his/her designee will act as the independent reviewer of the dispute.

|  |                           |              |  |
|--|---------------------------|--------------|--|
| Employee Name:   | Chad Vance                | Telephone #: |  |
| Job Title:   | Urban Forestry Specialist | Email:       |  |
| Department:  | DPW - Forestry            |              |  |
| 1. What is the issue or concern about which you have a dispute? Please provide the pertinent facts related to this issue including the date of the incident or the date you became aware of the concern, the location, and individuals involved.   |                           |              |  |
| - I applied for the Urban Forestry Arborist Apprentice position. My application was not accepted by HR Representative Jeff Harvey. He stated that "you are not eligible to participate in the competitive process for a position you currently hold."  |                           |              |  |
| 2. Have you discussed this concern with your personnel officer and/or supervisor? Please provide name, title, date of discussion.  |                           |              |  |
| - No. My supervisors had nothing to do with the decision, so it seemed unnecessary to discuss it with them.  |                           |              |  |
| 3. What was the outcome of your discussion with your personnel officer and/or supervisor?  |                           |              |  |
| - N/A  |                           |              |  |
| 4. Is there a department policy, work rule, law, ordinance, or other term or condition of employment that is relevant to the issue or concern? If so, please identify the source and provide copies of relevant information.   |                           |              |  |
| - To my knowledge, no written policy prohibits a specialist from being accepted into the apprenticeship program. Mr. Harvey's claim that I already held that position is inaccurate. Apprentices have fewer job duties and get exclusive training that specialists can't. They alone will have the   |                           |              |  |
| 5. What outcome do you believe will resolve the issue or concern? designation of journey worker.   |                           |              |  |
| - Management declined to grandfather anyone into the journey worker status, even those who were training the future journey workers. They opted not to provide any path for specialists to get the designation. That is unfair treatment. Becoming an apprentice is the only way I can get journey worker status. They should allow it or provide an alternative path for non-apprentices to get the journey worker designation. |                           |              |  |
| Form completed by:   | Chad Vance<br>UFS         |              |  |

Employee  
Signature:

A handwritten signature in black ink, appearing to be 'C. J. [unclear]', written over a horizontal line.

Date:

5/13/22