

**WESTERN DISTRICT OF WISCONSIN  
EQUAL EMPLOYMENT OPPORTUNITY AND  
EMPLOYMENT DISPUTE RESOLUTION PLAN**

**CHAPTER I - GENERAL PROVISIONS**

**§ 1 Preamble**

As provided in this Plan, equal employment opportunity is provided to all persons regardless of their race, sex, sexual orientation, color, national origin, religion, age, or disability. Discrimination against any employee based on the foregoing characteristics is prohibited. A discrimination complaint may also be filed for sexual harassment and any allegation of restraint, coercion, or retaliation because a person has raised an allegation of discrimination or has served as a representative, a witness, or an EEO/EDR Coordinator in connection with a complaint. This court will promote equal opportunity through a program encompassing all facets of personnel management, including recruitment, hiring, promotion, and advancement.

This Plan supersedes the court's previous plans on these subjects.

This Plan has been approved by the Seventh Circuit Judicial Council. This Plan was adopted and implemented in this court on October 1, 2012. A copy of this Plan was filed with the Administrative Office of the United States Courts.

Policies pertaining to adverse action proceedings that do not invoke the rights and protections afforded under this Plan are not affected by this Plan. If an employee covered under the scope of this Plan seeks redress of an employment dispute in the improper forum such as bringing an adverse action claim to an EEO/EDR Coordinator or by bringing an EEO/EDR claim as an adverse action claim, the reviewing official will transfer the complaint to the proper forum for resolution. A complaint will be resolved in one forum only. Further, local policies relating to rights enumerated under this Plan that are not inconsistent with the rights and procedures established herein will not be affected by this Plan.

This Plan is not intended to duplicate the protections provided for the resolution of complaints of judicial officer misconduct or disability under 28 U.S. C. §§ 351, et seq. and otherwise is intended to be the exclusive remedy of the employee relating to rights enumerated under the Plan.

**§ 2 Scope of coverage**

This Plan applies to all employees of the Western District of Wisconsin district and bankruptcy courts, including judges and chambers staff.

### **§ 3 Definitions**

For purposes of this Plan—

- A. The term “claim” means the filing of a request for counseling as set forth in this Plan, which may be further pursued by the filing of a request for mediation and a request for hearing.
- B. The term “employee” includes all individuals listed in Section 2 of this Chapter, as well as applicants for employment and former employees, except as provided below. The term “employee” does not include externs, interns providing gratuitous service, applicants for bankruptcy judge or magistrate judge positions, private attorneys, investigators or interpreters who provide services to indigent defendants under the Criminal Justice Act, volunteer counselors or mediators, or other individuals who are not employees of an “employing office” as that term is defined below.
- C. The term “employing office” includes all offices of the Western District of Wisconsin district court and bankruptcy court, including the offices of the clerks of court and the chief probation officer, and any offices that might be created in the future. The court is the employing office of a judge's chambers staff.
- D. The term "judicial officer" means a judge appointed under Article III of the Constitution, a United States bankruptcy judge, or a United States magistrate judge.
- E. The term “court” refers to the appropriate court (district or bankruptcy) and court units in which are located the employing office which would be responsible for redressing, correcting or abating the violations alleged in the complaint.

## **CHAPTER II - EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION RIGHTS**

### **§ 1 General**

Discrimination against employees based on race, color, religion, sex (including pregnancy and sexual harassment), sexual orientation, national origin, age (at least 40 years of age at the time of the alleged discrimination) or disability are prohibited. Harassment against an employee based upon any of these protected categories or retaliation for engaging in any protected activity is prohibited. All of the above constitute “wrongful conduct.”

## **§ 2 Definition**

The term “disability” means –

- A. a physical or mental impairment that substantially limits one or more of the major life activities of an employee;
- B. a record of such an impairment; or
- C. being regarded as having such an impairment.

For extended text see 42 U.S.C. § 12102(2).

## **§ 3 Special provision for probation and pretrial services officers**

The age discrimination provision of Section I of this Chapter shall not apply to the initial hiring or mandatory separation of probation and pretrial services officers. Additionally, probation and pretrial services officers must meet all fitness for duty standards, and compliance with such standards does not, in and of itself, constitute discrimination on the basis of disability.

## **§ 4 Personnel practices**

- A. Recruitment - Each employing office will make reasonable efforts in the recruitment process to obtain a pool of qualified applicants which reflects the makeup of all such persons in the relevant labor market. Vacancies will be publicized appropriately.
- B. Hiring - Each employing office will make its hiring decisions strictly upon an evaluation of a person's qualifications and ability to perform the duties of the position satisfactorily.
- C. Promotion - Each employing office will promote employees according to their experience, training, and demonstrated ability to perform duties of a higher level.
- D. Advancement - Each employing office will seek, insofar as reasonably practicable, to improve the skills and abilities of its employees through cross-training, job restructuring, assignments, details, and outside training.

## CHAPTER III - FAMILY AND MEDICAL LEAVE RIGHTS

### General

Title II of the Family and Medical Leave Act of 1993, 5 U.S.C. §§ 6381 et. seq., applies to court employees in the manner prescribed in the *Guide to Judiciary Policy*.

### CHAPTER IV - WORKER ADJUSTMENT AND RETRAINING NOTIFICATION RIGHTS

#### § 1 General

No “employing office closing” or “mass layoff” (as defined in Section 2 of this Chapter) may occur until the end of a 60-day period after the employing office serves written notice of such prospective closing or layoff to employees who will be affected. This provision shall not apply to an employing office closing or mass layoff which results from the absence of appropriated funds.

#### § 2 Definitions

- A. The term "employing office closing" means the permanent or temporary shutdown of a single site of employment if the shutdown results in an employment loss at the single site of employment during any 30-day period for 50 or more employees excluding any part-time employees.
- B. The term "mass layoff" means a reduction in force which:
1. is not the result of an employing office closing; and
  2. results in an employment loss at the single site of employment during any 30 day period for
    - a. (1) at least 33 percent of employees (excluding any part-time employees); and
    - (2) at least 50 employees (excluding any part-time employees);
    - or
    - b. at least 500 employees (excluding any part-time employees).
- See 29 U.S.C § 2101.

## **CHAPTER V - EMPLOYMENT AND REEMPLOYMENT RIGHTS OF MEMBERS OF THE UNIFORMED SERVICES**

### **General**

An employing office shall not discriminate against an eligible employee or deny an eligible employee reemployment rights or benefits under the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. § 4301 et seq.

## **CHAPTER VI - OCCUPATIONAL SAFETY AND HEALTH PROTECTIONS**

### **§ 1 General**

Each employing office shall provide to its employees a place of employment which is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees. Complaints which seek a remedy that is exclusively within the jurisdiction of the General Services Administration to provide are not cognizable under this Plan.

### **§ 2 Court program requirements**

The court shall implement a program to achieve the protections set forth in Section 1 of this Chapter.

## **CHAPTER VII - POLYGRAPH TESTS**

### **General**

Unless required for access to classified information, or otherwise required by law, no employee may be required to take a polygraph test.

## **CHAPTER VIII - WHISTLEBLOWER PROTECTION**

### **§ 1 General**

Any employee who has authority to take, direct others to take, recommend, or approve any personnel action shall not, with respect to such authority, take or threaten to take an adverse employment action with respect to any employee (excluding applicants for employment) because of any disclosure of information to—

- A. the appropriate federal law enforcement authority; or
- B. a supervisor or managerial official of the employing office, a judicial officer of the court, or the Administrative Office of the United States Courts, by the latter

employee, which that employee reasonably and in good faith believes evidences a violation of any law, rule, or regulation, or other conduct that constitutes gross mismanagement, a gross waste of funds, or a substantial and specific danger to public health or safety, provided that such disclosure of information—

1. is not specifically prohibited by law;
2. does not reveal case-sensitive information, sealed material, or the deliberative processes of the federal judiciary (as outlined in the *Guide to Judiciary Policy*, Vol. 20, Ch. 8); and
3. does not reveal information that would endanger the security of any federal judicial officer.

## **§ 2 Definition**

For purposes of this Chapter, an “adverse employment action” means a termination, demotion, transfer, or reassignment; loss of pay, benefits, or awards; or any other employment action that is materially adverse to the employee’s job status, compensation, terms, or responsibilities, or the employee’s working conditions.

## **CHAPTER IX – REPORTS OF WRONGFUL CONDUCT**

A report of wrongful conduct is not the same as initiating or filing a claim under this Plan; thus, employees who wish to file an EDR claim relating to any alleged wrongful conduct as defined in Chapter II, § 1 must follow the procedures set forth in Chapter X of this Plan.

Judges and employees are encouraged to report wrongful conduct to the court’s EDR Coordinator, the chief judge, unit executive, human resources manager, or their supervisor as soon as possible, before it becomes severe or pervasive. Retaliation against any employee making a report of wrongful conduct is prohibited. The person receiving such a report has the responsibility to notify the EDR Coordinator as soon as possible.

The EDR Coordinator shall promptly inform the chief judge and unit executive of any report. The chief judge and/or unit executive shall ensure that the allegations in the report are appropriately investigated, either by the human resources manager or other person.

All individuals involved in the investigation shall protect the confidentiality of the allegations of wrongful conduct to the extent possible. Information and records about the allegations shall be shared on a need-to-know basis.

Employees found by the chief judge and/or unit executive to have engaged in wrongful conduct, as defined in this Plan, may be subject to disciplinary action.

## **CHAPTER X - DISPUTE RESOLUTION PROCEDURES**

### **§ 1 General procedure for consideration of alleged violations**

An employee who claims a denial of the rights granted under Chapters II through VII of this Plan shall seek resolution of such claims through the procedures of this Chapter. Generally, the procedural process consists of –

- A. counseling;
- B. mediation;
- C. hearing before the chief judge of the court (or a designated judge) in which the alleged violation arises.

### **§ 2 Alleged violation by employee**

Before invoking a request for counseling, an employee (to the extent feasible) is encouraged to bring his or her concerns to his or her supervisor or unit executive, unless the supervisor or unit executive is the alleged violator. In such a situation, the court or employing office should specify alternative neutral points of contact for the initial inquiry. An employee alleging that any of the rights granted under the EEO/EDR Plan have been violated, and who seeks relief under this Plan, must file a request for counseling with one of the district's EEO/EDR Coordinators in accordance with Section 8 of this Chapter.

### **§ 3 Alleged violation by judge**

An allegation concerning conduct of a judge may be brought only under the Judicial Conduct and Disability Act, 28 U.S.C. §§ 351-364, and the Rules for Judicial-Conduct and Judicial-Disability Proceedings.

### **§ 4 Confidentiality**

The court or employing office shall protect the confidentiality of allegations filed under this Plan to the extent possible. However, information about allegations filed under this Plan shall be shared on a need-to-know basis. Records relating to violations under this Plan shall be kept confidential on the same basis.

### **§ 5 General provisions and protections**

- A. Prohibition against retaliation – Claimants under this Plan have the right to be free from retaliation because of filing a claim pursuant to this Plan. Likewise, any person who participates in the filing or processing of a claim, such as an employment dispute resolution coordinator, mediator, witness, representative, or co-worker, is also entitled to freedom from retaliation.

- B. Right to representation - Every individual invoking the dispute resolution procedures of this Plan has the right to be represented by a person of his or her choice if such person is available and consents to be a representative. A court employee may accept the responsibilities of representation if it will not unduly interfere with his or her court duties or constitute a conflict of interest, as determined by the representative's appointing officer, except for probation officers, it will be determined by the chief probation officer.
- C. Case preparation - To the extent feasible, every individual invoking the dispute resolution procedures of this Plan may use a reasonable amount of official time to prepare his or her case, so long as it does not unduly interfere with the performance of his or her court duties.
- D. Extension of time - The chief judge or other presiding judicial official may extend any of the deadlines set forth in this Chapter for good cause. All extensions of time granted will be made in writing and become part of the record.
- E. Dismissal of claim - On his or her own initiative or at the request of any party, the chief judge or presiding judicial officer may at any time in the proceedings, dismiss a claim on the grounds that it does not invoke violations of the rights or protections granted under the EEO/EDR Plan, is untimely, is unduly repetitive of a previous claim or adverse action, is frivolous, or fails to state a claim upon which relief may be granted.
- F. Records - At the conclusion of formal and informal proceedings under this Plan, all papers, files and reports will be filed with the court's EEO/EDR Coordinator. No papers, files or reports relating to a dispute will be filed in any employee's personnel folder, except as necessary to implement official personnel action. Records will be maintained for five calendar years after the conclusion of the process, at which time the files may be destroyed.

## **§ 6 Designation and duties of EEO/EDR Coordinators**

Each court unit (district court, bankruptcy court, and probation) shall designate at least one person to serve as EEO/EDR Coordinator. A court unit executive may not serve as EEO/EDR Coordinator. Employees may seek counsel from any EEO/EDR Coordinator within the district. The duties of the EEO/EDR Coordinators include the following:

- A. to provide information to the court and employees regarding the rights and protections afforded under this Plan;
- B. to coordinate and organize the procedures and establish and maintain official files of the court pertaining to complaints and other matters initiated and processed under this Plan;



- C. to coordinate the counseling of individuals in the initial stages of the claims process, in accordance with this Plan;
- D. to collect, analyze, and consolidate statistical data and other information pertaining to the court's equal employment opportunity and employment dispute resolution processes; and
- E. to assist the court in the preparation of an annual report on the implementation of this Plan to be sent to the Administrative Office for inclusion in the Director's Annual Report to the Judicial Conference.

**§ 7 General disqualification provision**

A claimant or respondent may request the disqualification of any person involved in a dispute under this Chapter. Any person involved in a dispute under this Chapter may request to be recused from participating. All such requests shall be submitted in writing to the chief judge, who may refer them to another judicial officer as may be appropriate. The request shall include the reason(s) for seeking disqualification or recusal. The chief judge shall determine whether the disqualification is to be granted and will appoint an alternate EEO/EDR Coordinator, mediator, or hearing officer if appropriate. If necessary and appropriate, the chief judge may request the assistance of personnel from another district court.

**§ 8 Counseling**

- A. Initiating a proceeding: formal request for counseling - An employee who believes that his or her rights under Chapters II through VII of this Plan have been violated must first request counseling.
- B. Form and manner of requests - Requests for counseling:
  - 1. are to be submitted to an EEO/EDR Coordinator;
  - 2. must be made in writing, and contain all the violations asserted by the claimant;
  - 3. must be made within 30 days of the alleged violation or within 30 days of the time the employee becomes aware of the alleged violation; and
  - 4. job applicants who believe their rights under Chapters II through VII of this Plan have been violated must first request counseling within 90 days from the appointment date of the new employee selected for the position, except in the case of probation and pretrial services officer applicants, the date of selection for appointment by the chief judge.
- C. Procedures

1. Who may serve as counselor - The counseling shall be conducted by an EEO/EDR Coordinator, unless the EEO/EDR Coordinator is disqualified from serving as counselor under Section 7 of this Chapter, or is otherwise unavailable. In such instances, the chief judge of the court shall designate another qualified individual to perform the counseling function. The EEO/EDR Coordinator shall promptly provide a copy of the request for counseling to the unit executive and the chief judge of the court.
  2. Purposes of counseling - The purposes of the counseling shall be to discuss the employee's concerns and elicit information regarding the matter which the employee believes constitutes a violation, to advise the employee of his or her rights and responsibilities and the procedures of the court applicable to the employment dispute resolution process, to evaluate the matter, and to assist the employee in achieving an early resolution of the matter, if possible.
  3. Confidentiality – The court or employing office shall protect the confidentiality of allegations filed under this Plan to the extent possible. However, information about allegations filed under this Plan shall be shared on a need-to-know basis. Records relating to violations under this Plan shall be kept confidential on the same basis.
  4. Form of settlement - The EEO\EDR Coordinator shall reduce to writing, any settlement achieved during the counseling process and secure the signatures of the employee, his or her representative, if any, and the member of the employing office who is authorized to enter into settlement on the employing office's behalf.
- D. Duration of counseling period - The period for counseling shall be 30 days (or a shorter period if counseling is concluded at an earlier date), beginning on the date that the request for counseling is received by the EEO\EDR Coordinator.
- E. Conclusion of the counseling period and notice - The EEO\EDR Coordinator shall notify the employee in writing of the end of the counseling period. As part of the notice, the EEO\EDR Coordinator shall inform the employee of the right and obligation, should the employee choose to pursue his or her claim, to file with the EEO\EDR Coordinator a request for mediation in accordance with Section 6 9 of this Chapter.

## **§ 9 Mediation**

- A. Initiation - Within 15 days after receipt by the employee of the notice of the conclusion of the counseling period, the employee may file with the EEO\EDR Coordinator a request for mediation. The request must be made in writing and must state the claim(s) presented. The EDR Coordinator shall promptly provide a

copy of the request for mediation to the unit executive and chief judge of the court. Failure to pursue mediation will preclude further processing of the employee's claim under any other provisions of this Chapter.

B. Procedures

1. Designation of mediator - As soon as possible after receiving the request for mediation, the EEO\EDR Coordinator shall designate a mediator and provide written notice of such designation.
2. Who may serve as mediator - Any person with the skills to assist in resolving disputes, except the district's EEO\EDR Coordinators, may serve as a mediator under this Plan.
3. Purpose of mediation - The mediator shall meet separately and/or jointly with the employee and his or her representative, if any, and the representative of the employing office to discuss alternatives for resolving a dispute, including any and all possibilities of reaching a voluntary, mutually satisfactory resolution.
4. Confidentiality - Any person or party involved in the mediation process shall not disclose, in whole or in part, any information or records obtained through, or prepared specifically for, the mediation process, except as necessary to consult with the parties or their representatives, and then only with notice to all parties. In addition, in the event the employee files a complaint pursuant to Section 10 of this Chapter, the hearing officer shall have access to the record of any claims raised in mediation.
5. Form of settlement - The mediator shall reduce to writing any settlement achieved during the mediation process and secure the signature of the employee, his or her representative, if any, and the appointing officer who is authorized to enter into settlement on the employing office's behalf.

C. Duration of mediation period - The mediation period shall be 30 days (or a shorter period if mediation is concluded at an earlier date), beginning on the date the request for mediation is received. The employee is required to attend at least one mediation session. Thereafter he or she may proceed to file a request for hearing.

D. Conclusion of mediation period and notice - If, at the end of the mediation period, the parties have not resolved the matter that forms the basis of the request for mediation, the EEO\EDR Coordinator shall provide the employee, the employee's representative, if any, and the employing office with written notice that the mediation period has concluded. The notice shall also inform the employee of his or her right to file a complaint under Section 10 of this Chapter.

## **§ 10 Complaint and hearing**

- A. Complaint - Not later than 15 days after receiving notice of the end of the mediation period, an employee may file a complaint under the procedures established by the district. The complaint shall be in writing, shall identify the complainant and all involved parties and individuals, and shall set forth a short and plain statement of the complainant's claim and the relief or remedy being sought. Claims that were not presented in § 9(A) may not be pursued. The complaint may be filed on the form provided for that purpose (Attachment A). The respondent shall be the employing office which would be responsible for redressing, correcting or abating the violation(s) alleged in the complaint. No individual shall be named as a respondent in the complaint.
- B. Hearing Procedures
1. Presiding judicial officer - If the chief judge or presiding judicial officer does not dismiss the complaint, the chief judge or presiding judicial officer shall hold a hearing on the merits of the complaint unless he or she determines that no material factual dispute exists.
  2. Specific provisions - The presiding judicial officer may provide for such discovery and investigations as is necessary. In general, the presiding judicial officer shall determine the time, place, and manner of conducting the hearing. However, the following specific provisions shall apply to hearings conducted under this Section:
    - a. the hearing shall be commenced no later than 60 days after the filing of the complaint;
    - b. the complainant and the head of the office against which the complaint has been filed must receive written notice of the hearing, such notice shall also be provided to the individual(s) alleged to have violated the complainant's rights protected by this Plan;
    - c. at the hearing, the complainant will have the rights to representation, to present evidence on his or her behalf, and to cross-examine adverse witnesses; the employing office will have the rights to present evidence on its behalf and to cross-examine adverse witnesses;
    - d. a verbatim record of the hearing must be kept and shall be the sole official record of the proceeding;
    - e. in reaching a decision, the chief judge or presiding official shall be guided by the judicial and administrative decisions under the laws related to Chapters II through VII of this Plan;

- f. remedies may be provided in accordance with Section 12 of this Chapter where the hearing officer finds that the complainant has established by a preponderance of the evidence that a substantive right protected by this Plan has been violated;
  - g. the final decision of the chief judge or presiding judicial officer must be issued in writing not later than 30 days after the conclusion of the hearing; and
  - h. all parties, or any aggrieved individual, shall have the right to written notice of any action taken as a result of a hearing.
3. The decision of the presiding judicial officer is final.

## **§ 11 Remedies**

- A. Where the judicial officers acting pursuant to Section 10 of this Chapter finds that a substantive right protected by this Plan has been violated, they may order a necessary and appropriate remedy. A remedy may be directed at correcting a past violation, prospectively insuring compliance with the rights protected by this Plan, or both. A remedy shall be tailored as closely as possible to the specific violation involved.
- B. Remedies which may be provided to successful complainants under this Plan include, but are not limited to:
  1. placement of an employee in a position previously denied;
  2. placement in a comparable alternative position;
  3. reinstatement to a position from which previously removed;
  4. prospective promotion to a position;
  5. priority consideration for a future promotion or position;
  6. back pay and associated benefits, including attorney's fees, where the statutory criteria of the Back Pay Act, 5 U.S.C. § 5596, are satisfied;
  7. records modification and/or expungement;
  8. "equitable" relief, such as temporary stays of adverse actions;
  9. granting of family and medical leave; and

10. accommodation of disabilities through the purchase of specialized equipment or the restructuring of duties and work hours, or other appropriate means.

C. Remedies which are *not* legally available include:

1. payment of attorney's fees (except as authorized under the Back Pay Act);
2. compensatory damages; and
3. punitive damages.

## **§ 12 Record of final decisions**

Final decisions under this Plan shall be made available to the public in accordance with the decision of the chief district judge.

## **CHAPTER XI - ANNUAL REPORT**

### **§ 1 Preparation of the report on complaints**

The EEO\EDR Coordinator from the district court will prepare an annual report for the year ending September 30, consolidating the data and statements received for each employing office. The report will include statistics as requested by the Administrative Office of the United States Courts, consolidating the information provided by each employing office. The report will also describe instances where significant achievements were made in providing equal employment opportunities, will identify areas where improvements are needed, and will identify factors inhibiting achievement of equal employment opportunity objectives. In addition, the annual report will indicate:

- A. the number of complaints initiated;
- B. the types of complaints initiated according to race, sex, sexual orientation, color, national origin, religion, age, or disability;
- C. the number of complaints resolved informally;
- D. the number of complaints resolved formally without a hearing; and
- E. the number of complaints resolved formally with a hearing.

(The foregoing information will not identify the names of the parties involved.)

Upon approval of the court, this report will be submitted annually by the chief judge to the Administrative Office of the United States Courts.

**§ 2 Objectives**

It is required that each unit executive work with an EEO/EDR Coordinator to achieve equal employment opportunities as provided in the Preamble of this Plan.

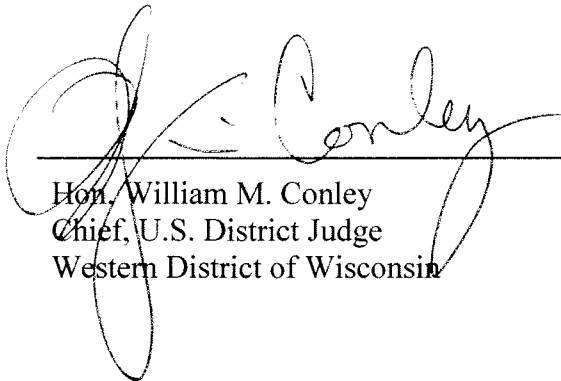
**§ 3 Availability of the report on complaints**

A copy of the report will remain in the court and will be made available to the public upon request.

**CHAPTER XII - NOTICE**

All covered employees will be notified of and provided access to the Plan. The Plan will be posted on the court units' internal and external websites.

Approved:



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Hon. William M. Conley  
Chief, U.S. District Judge  
Western District of Wisconsin

10/15/2012

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Date

Finalized September 2012



**COMPLAINT FORM**

**Filed under the Western District of Wisconsin  
Equal Employment Opportunity and Employee Dispute Resolution Plan**

Date \_\_\_\_\_

1. Full Name of Complainant: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. Home Phone: \_\_\_\_\_ / \_\_\_\_\_ Work Phone: \_\_\_\_\_ / \_\_\_\_\_

4. If you are a court employee, state the following:

Court unit in which employed \_\_\_\_\_

Job Title \_\_\_\_\_

5. Basis for complaint/type of alleged violation of EEO/EDR Plan (indicate all that apply):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Date(s) of alleged incident(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. Identify by name and position the person(s) involved (and describe how):

Name	Position	How Involved
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Witnesses to incident(s):

Name

Address

Phone No.

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9. Summarize the events or occurrences giving rise to your complaint:

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*(Please attach separate pages if additional space is required, and any documents that relate to your complaint, such as an application form, resume, letters, notices of discipline or termination, etc.)*

10. What corrective action do you seek from your complaint? \_\_\_\_\_

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11. Do you have an attorney or any other person who will represent you in this matter?

Yes                      No

If yes, please provide the following information concerning that person:

Name \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ / \_\_\_\_\_ Fax \_\_\_\_\_ / \_\_\_\_\_

**I affirm that the information in this complaint is true and correct to the best of my knowledge.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Pursuant to the provisions, rights and procedures in the Equal Employment Opportunity and Employee Dispute Resolution Plan:*

**A. I HEREBY REQUEST COUNSELING.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**B. I HEREBY REQUEST MEDIATION.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**C. I HEREBY REQUEST A HEARING.**

(First part of this complaint form should be completed)

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Western District of Wisconsin

STATEMENT REGARDING CONFIDENTIALITY:

The court or employing office shall protect the confidentiality of allegations filed under this Plan to the extent possible. However, information about allegations filed under this Plan shall be shared on a need-to-know basis. Records relating to violations under this Plan shall be kept confidential on the same basis.

I have read the statement regarding confidentiality.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date