

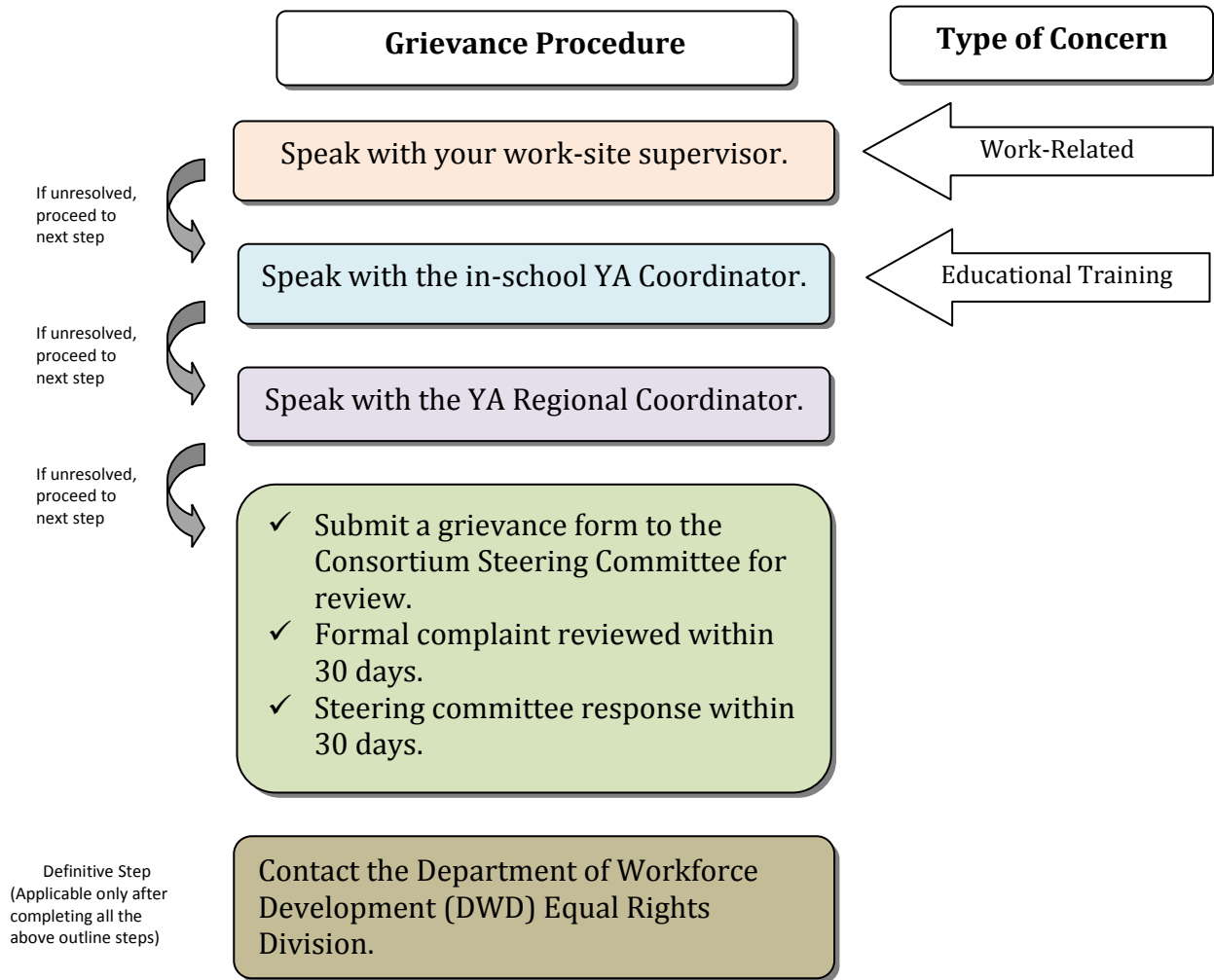


# Youth Apprenticeship Program: Grievance Procedure

## Grievance Procedure

As a participant in the Youth Apprenticeship (YA) Program if you have a complaint first attempt to resolve the issue by communicating with your work-site supervisor and/or in-school YA Coordinator. If the complaint is resolved, no further steps will need to be taken.

However, if the issue is not resolved, effort to complete the following steps should be taken. As necessary, a formal grievance complaint form shall be submitted describing in as much detail as possible the details of the situation.



Work-site Supervisor	In-school YA Coordinator	YA Regional Coordinator	YA Steering Committee	DWD-Equal Rights Division
		CEP, Inc (715) 682-9141	P.O. Box 616 Ashland, WI 54806	(608) 266-6860

Date Received:



# Youth Apprenticeship Program: Investing in Wisconsin's Future

## Grievance Form

<b>Student Name:</b>	<b>School Attending:</b>
<b>Worksite:</b>	<b>Worksite Supervisor:</b>
<b>Contact Information: Phone-</b>	<b>Address-</b>

**Please explain (including dates, times, individuals involved etc.) the concern you are having. Attach additional sheets if necessary.**

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**Please detail steps already taken to resolve the issue: \_\_\_\_\_**

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**Why do you feel the issue has not been resolved to your satisfaction? \_\_\_\_\_**

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**Send this form to:**  
**CEP, Inc.**  
**C/O YA Steering Committee**  
**P.O. Box 616**  
**Ashland, WI 54806**

