

**STATE OF WISCONSIN
WISCONSIN EMPLOYMENT RELATIONS COMMISSION
4868 High Crossing Blvd., Madison 53704-7403
phone: 608-243-2424 fax: 608-243-2433 e-mail:
werc@werc.state.wi.us**

**Detailed Instructions For Filing A
COMPLAINT**

Alleging Unfair Labor Practices or Prohibited Practices Under Chapter 111, Wis. Stats.

The rules of the Commission provide that complaints alleging unfair labor practices or prohibited practices may be filed by any party in interest and require that they must be in writing. The complaint must be signed or include a signature facsimile. If the complaint is filed in paper form, a total of three copies of the complaint shall be included, together with one additional copy for each named respondent.

The rules also require that certain material must be included in each complaint. It is suggested that in the first paragraph of the complaint there be included a statement as to the full name, address, phone number, e-mail address (if any), and fax number (if any) of the person or persons making the complaint. The second paragraph of the complaint should contain the same information for the person or persons against whom the complaint is made. It will help us process your complaint if you number each paragraph of the complaint.

In as many additional paragraphs as are required, the complaint should contain a clear and concise statement of the facts constituting the unfair labor practices or prohibited practices. It must include the time and place of occurrences of the particular acts and the names of the person involved. This means, of course, that it is not sufficient to merely allege that some person or organization is committing an unfair labor practice or prohibited practice in violation of the statute. Rather, the complaint must state the actions that constitute the unfair labor practice or prohibited practice. In addition, the complaint needs to identify what part of the applicable statute defining unfair or prohibited practices are alleged to have been violated. Private sector unfair labor practices are defined in Sec. 111.06, Wis. Stats.; municipal sector prohibited practices are defined in Sec. 111.70(3), Wis. Stats., state sector unfair labor practices are defined in Sec. 111.84, Wis. Stats., and faculty/academic staff unfair labor practices are defined in Sec. 111.991, Wis. Stats. Each of those provisions contains various parts. Your complaint should state which part or parts of the applicable statute you allege have been violated. The Commission also asks that you state in your complaint what relief or remedy you are seeking.

Your complaint will not be considered filed until the Commission also receives the appropriate statutory filing fee. If you have any questions concerning the above information you can call 608-243-2424.