

MONTGOMERY COUNTY PUBLIC SCHOOLS

MCAAP/MCBOA/MCPS Grievance Form

Office of Employee Engagement and Labor Relations
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 850 Hungerford Drive, Room 55, Rockville, Maryland 20850

INSTRUCTIONS

Obtain register number by calling 240-740-2888, Office of Employee Engagement and Labor Relations (OEELR). Submit completed form to your principal or immediate supervisor. See reverse side for additional instructions.

GRIEVANT INFORMATION *(print or type)*

Name _____ Register No. _____

Location _____ Phone Number ____ - ____ - ____

Article/Section of Agreement Violated _____ Date of Alleged Violation ____/____/____

Describe alleged violation of Agreement

State redress or relief sought

Grievant Signature _____ Title _____ Date ____/____/____

ADMINISTRATIVE REVIEW AND DISPOSITION

STEP ONE Disposition: Denied Granted

Reason/Explanation:

Received in OEELR

Date ____/____/____ Initial ____

Received by MCAAP

Date ____/____/____ Initial ____

Received by Grievant

Date ____/____/____ Initial ____

Administrator Signature _____ Title _____ Date ____/____/____

STEP TWO Disposition: Denied Granted

Reason/Explanation:

Received in OEELR

Date ____/____/____ Initial ____

Received by MCAAP

Date ____/____/____ Initial ____

Received by Grievant

Date ____/____/____ Initial ____

Administrator Signature _____ Title _____ Date ____/____/____

STEP THREE Disposition: Denied Granted

Reason/Explanation:

Received in OEELR

Date ____/____/____ Initial ____

Received by MCAAP

Date ____/____/____ Initial ____

Received by Grievant

Date ____/____/____ Initial ____

Superintendent/Designee Signature _____ Date ____/____/____

MCAAP/MCBOA AGREEMENT Article 6—Grievance Procedure
CALL 240-740-2888

OFFICE OF EMPLOYEE ENGAGEMENT AND LABOR RELATIONS FOR REGISTER NUMBER

Grievant enters name, section of Agreement violated, date of alleged violation, register number, location, phone number, description of violation, and remedy requested and signs and dates the form.

STEP ONE

- A. *The grievant submits the completed form to his/her* immediate supervisor within ten (10) duty days of the response at the informal level, or no more than thirty (30) duty after the grievance has occurred or should have been discovered. Upon receipt of the written grievance, the immediate supervisor:
1. Initials and dates the form.
 2. Provides a copy of the grievance to the grievant.
- B. Within ten (10) duty days after receiving the written grievance, the immediate supervisor:
1. Reviews the written complaint.
 2. Completes the section "Administrative Disposition."
 3. Distributes copies of the completed form to MCAAP and OEELR, keeps one copy for himself/herself, and returns the original form to the grievant.
- C. The grievant completes the appropriate section of the form, acknowledging receipt of the response to the grievance, and provides a copy to the supervisor.

STEP TWO

The grievant may within five (5) duty days submit the grievance to MCAAP. MCAAP shall have five (5) days to meet and counsel the grievant.

- A. MCAAP acknowledges receipt of the grievance form by initialing and dating the form and sending a copy to OEELR.
- B. MCAAP shall forward a grievance deemed meritorious to the appropriate Supervisor of the Step One supervisor, within the above time frame.
- C. The appropriate Step Two supervisor shall acknowledge receipt of the grievance form by initialing and dating the form and returning copies to the grievant, MCAAP, the Step One supervisor, and OEELR.
- D. The Step Two supervisor shall have five (5) duty days from receipt of the grievance form to respond. The Step Two supervisor completes the section "Administrative Disposition" and returns the original to the grievant with copies to MCAAP, the Step One supervisor, and OEELR.

STEP THREE

The grievant and MCAAP may within ten (10) duty days appeal the grievance to the superintendent/designee.

- E. The superintendent/designee shall acknowledge receipt of the grievance form by initialing and dating the form and returning copies to the grievant, MCAAP, and OEELR.
- F. The superintendent/designee has ten (10) duty days from receipt of the grievance form to respond. The superintendent/designee completes section "Administration Disposition" and returns the original to the grievant with copies to MCAAP, the appropriate supervisors, and OEELR.
- G. The superintendent's/designee's decision may be appealed to arbitration in accordance with the negotiated Agreement.