

Morgan State University
APPEAL and GRIEVANCE FORM
Administrative Employee

Employee's Name:	ID #:	
Employing Agency:	Dept. or Unit:	
Home Address:	Home Phone #:	Work Phone #:

Issue of Employee's grievance (or, reason given by agency for taking disciplinary action):

Specify the law, regulation or policy allegedly misinterpreted:

Remedy Requested:

Date Action Taken:	Effective Date of Action:
--------------------	---------------------------

Employee Represented By:

Name/Agency (if applicable)

Address:

Phone:

See reverse side for processes used in filing appeals.

Steps of the Grievance Process

A) Step One - Designated Supervisor – Informal and Formal Stages

Grievances must be initiated within thirty (30) calendar days of the action involved; or within thirty (30) calendar days of the employee having reasonable knowledge of the act. Appeals shall be timed from receipt of the written opinion of management or from when such opinion is due, whichever comes first.

The aggrieved employee and/or the designated representative may:

1. Present the grievance orally to the designated supervisor for the purpose of informal discussion. If the grievance is unresolved after ten (10) work days, the employee may appeal to Step Two. The appeal to Step Two must be in writing and must be filed within five (5) work days; or
2. Present the grievance in writing to the designated supervisor for formal consideration. If the grievance is presented to the designated supervisor, he or she, shall within ten (10) work days after the receipt of the written grievance, hold a conference with the aggrieved and/or the designated representative and shall, within fifteen (15) work days after the conclusion of the conference, render a decision in writing to the aggrieved and/or the designated representative. In the event the aggrieved employee is not satisfied with the decision rendered at this Step, the employee and/or the designated representative may appeal in writing to Step Two within five (5) working days.
3. It is the responsibility of both employee and designated supervisor to continue to review the matter thoroughly, earnestly, and in detail, either privately or with the help of others in the employee's immediate work unit who are directly involved with the grievance.
4. It is the responsibility of each supervisor to use his/her judgment in keeping superiors informed on the status of each grievance. If, after thorough discussion, either the employee or the supervisor feels the need for aid in arriving at a solution, he or she may request the campus Director of Human Resources to provide resource staff, or any other available resource personnel may be invited to participate in further discussions. The addition of such participants shall not relieve the designated supervisor and the employee from responsibility for resolving the problem. Discussion, if followed in good faith by both parties, can lead to a fair and prompt solution of most daily employee-employer problems.

B) Step Two - Department Chairperson or Program Director Procedures and Decision

1. The grievance appeal shall be presented in writing to the department chairperson, program director or designated representative who shall process the appeal from the next lower level. Within twenty (20) calendar days after receipt of the written grievance, the department chairperson or the designated representative shall hold a conference with the aggrieved and/or the designated representative and shall render a written decision within forty-five (45) calendar days after the conclusion of the conference. In the event the aggrieved is not satisfied with the decision, he or she may appeal in writing to the next step within five (5) work days. It is the responsibility of the department chairperson, director or designated representative to keep superiors informed of the status of each grievance.
2. The Office of Human Resources shall be available to serve as resource personnel in order to answer any questions by either employee or employer. However, this shall not relieve the department chairperson, director or designated representative from the responsibility of issuing a written decision at Step Two of this procedure.

C) Step Three - The Vice President – Procedures and Decision

The grievance appeal shall be presented in writing to the Vice President, or designee. Within thirty (30) calendar days after receipt of the written grievance, a hearing shall be held by the Vice President or designee. A written decision shall be rendered within thirty (30) calendar days after the conclusion of the hearing.

D) Step Four - The President or Designee

1. The grievance appeal shall be presented in writing to the President or designee. Within thirty (30) calendar days after receipt of the written grievance, a hearing shall be held by the President or designee. The President or designee may select a three member committee to hear the grievance to make a recommendation to him for consideration.
2. A written decision shall be rendered within thirty (30) calendar days after the conclusion of the hearing. The President or designee shall make the final decision which shall be binding on all parties.