

Morgan State University
APPEAL and GRIEVANCE FORM
for Classified Employees

Employee's Name:	SS #:	
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:
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Employee Represented By: _____
Name/Agency (if applicable)

Address: _____

Phone: _____

Please Check Appeal Category:

- | | |
|---|---|
| <input type="checkbox"/> Charges for Removal | <input type="checkbox"/> Rejection on Probation of a promotional employee |
| <input type="checkbox"/> Suspension | <input type="checkbox"/> Involuntary Demotion |
| <input type="checkbox"/> Suspension pending charges for removal | <input type="checkbox"/> Denial of Pay Increase |
| <input type="checkbox"/> Grievance (if involves reclass denial, give last audit date) | <input type="checkbox"/> Written Reprimand |

(ATTACH A COPY OF ANY NOTICE OF DISCIPLINE BEING APPEALED)

Failure to fully complete this Form will result in delay in your Appeal.
See reverse side for processes used in filing appeals.

HR03 (11/08) PROCESSES USED IN FILING APPEALS
MORGAN STATE UNIVERSITY

Appeal Category - Suspension

An employee who is suspended for disciplinary purposes according to the Education Article 14-1A-07 may appeal the suspension by the following routes:

Either: Direct Appeal to the Maryland Office of Administrative Hearings (OAH) based on the election of the President to delegate this authority to OAH in accord with Education Article 14-1A-03. The employee may submit a written appeal to the OAH at the address below within five (5) work days after receipt of written notice of suspension.

or: Appeal to the employee's Vice President or Program Director or a Designated Representative. The employee may submit a written appeal to the Vice President, the program director of the designated representative within three work days after receipt of the written notice of the suspension. The vice president or program director or designated representative shall, hear the appeal within three (3) work days after the receipt of the written appeal, and shall render a written decision within fifteen (15) calendar days after the hearing. If the employee is not satisfied with the decision, the employee may file a written appeal to step three of the grievance procedure, as set forth in 14-1B-06 of the Education Article within ten (10) calendar days.

Appeal Category - Grievance

Time for Initiating a Grievance Proceeding A grievance proceeding must be initiated by a classified employee within 30 days after: The occurrence of the alleged act that is the basis for grievance, or The employee first knew or reasonably should have known of the alleged act that is the basis for the grievance. The grievance shall be filed with the Office of Human Resources using forms available from that office. A. Informal Discussion Before initiating a grievance proceeding, a classified employee shall present the matter orally to the employee's supervisor for informal discussion.

Formal Grievance Procedure 1. Step One - Vice President or Program Director a. Present the grievance within the time specified above of 30 days. Time for Initiating a Grievance Proceeding, the grievant may initiate a grievance proceeding by filing a written grievance with the Vice President or Program Director. b. Within 10 days after the grievance is received, the Vice President or Program Director shall hold a conference with the grievant. c. The Vice President or Program Director shall issue 48 Classified Employees Manual a written decision to the grievant within 15 days after the conference. 2. Step Two - President or President's Designee a. Within 10 days after receiving a decision under Step One of this Formal Grievance Procedure, a grievant or a grievant's representative may appeal in writing to the President or the President's designee. b. Within 10 days after the appeal is received. The President or the President's designee shall hold a conference with the grievant. c. The President or the President's designee shall issue a written decision to the grievant within 15 days after the conference. 3. Step Three - Secretary of Personnel a. Within 15 days after receiving a decision under Step Two of the Formal Grievance Procedure, a grievant or a grievant's representative may appeal in writing to the Secretary of Personnel. The appeal shall designate whether the grievant elects the appeal to be heard by the Secretary of

Personnel or submitted to arbitration. In a reclassification grievance proceeding, the Secretary of Personnel shall order an audit of the position if it has not been audited within the last year. (1) Appeal Heard by the Secretary of Personnel. The Secretary of Personnel shall issue a decision in writing within 45 days after the later of: (a) The conclusion of the hearing, or (b) The day when all briefs or memoranda have been submitted. (2) Appeal Heard by an Arbitrator If the grievant elect's arbitration, the parties shall mutually select an arbitrator. 49 Classified Employees Manual If the parties are unable to agree on an arbitrator, an arbitrator shall be selected through the American Arbitration Association in accordance with its procedures. The arbitrator shall assess all fees that result from the arbitration equally between the parties. The arbitrator shall issue an advisory decision to the Secretary of Personnel and additional appeals or hearings may not be considered or held. Within 15 days after the decision of the arbitrator is received, the Secretary of Personnel shall issue a decision in writing. A decision of the Secretary of Personnel is final and binding on all parties.