



SEIU LOCAL 500/MCPS Grievance

Department of Association Relations
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

INSTRUCTIONS: Please return this original grievance form and administrator's response to grievance by U.S. Mail or Pony to the Union at SEIU Local 500, 901 Russell Avenue, Suite 300, Gaithersburg, MD 20879. A copy should be kept for your files, a copy given/sent to the grievant, and a copy sent to MCPS Department of Association Relations, CESC, Room 204, via Pony.

STEP ONE:

Grievance No. _____

Name of grievant _____ Work location _____
 Social Security No. ____-____-____ Title or position held _____
 Name of MCPS official filed with _____
 School or facility _____ Union representative _____
 Section(s) of contract violated _____ Date filed ____/____/____
 Grievant Signature _____ Date ____/____/____

Description: _____ Date of alleged violation ____/____/____

Remedy requested: _____

Date received by appropriate administrator ____/____/____
 First Step Administrative Disposition: Denied Granted
 Signature, Appropriate Administrator _____ Date ____/____/____
 Reason: _____

A typed or written response may be attached to this form.

APPEAL FROM STEP ONE TO STEP TWO

Signature, Union Representative _____ Date ____/____/____
 The union and grievant are hereby requesting a Step Two grievance investigation.

Send to: **MCPS Department of Association Relations for processing** Date received ____/____/____
 Second Step Administrative Disposition: Denied Granted
 Signature, Appropriate Administrator _____ Date ____/____/____

A typed or written response may be attached to this form.

APPEAL FROM STEP TWO TO STEP THREE

Signature, Union Representative _____ Date ____/____/____
 The union is hereby requesting a Step Three grievance hearing.

Send to: **MCPS Department of Association Relations for processing** Date received ____/____/____
 Third Step Administrative Disposition: Denied Granted
 Signature, Appropriate Administrator _____ Date ____/____/____

A typed or written response may be attached to this form.

GRIEVANCE APPEALED TO ARBITRATION

Signature, Union Representative _____ Date ____/____/____
 The union is hereby advising MCPS of its intent to appeal this grievance to arbitration.
 Send to: **MCPS Department of Association Relations for processing** Date received ____/____/____

SEIU LOCAL 500 GRIEVANCE FORM

See Negotiated Agreement between
SEIU Local 500 and the Board of Education

Step One

Employee and/or union calls 301-279-3511 for the required register number. Employee then enters sections of Agreement violated, date of alleged violation, description of violation, remedy requested, and signs and dates form within 15 duty days after the grievance arises.

- A. The employee submits completed form to principal or other appropriate administrator.
- B. The principal or other appropriate administrator acknowledges receipt of the grievance form by dating the form in the First Step Administrative Disposition box.
- C. The principal or other appropriate official shall have ten (10) duty days from the date of receipt to respond. The principal or appropriate administrator completes the section First Step Administrative Disposition and returns the original to the union with copies to the grievant and the Department of Association Relations (DAR).

Step Two

- A. If the grievant is not satisfied with the disposition in Step One, he/she may request that the union appeal the grievance to Step Two. The Union shall meet and counsel the grievant on the merits of the grievance.
- B. If the Union deems the grievance to be meritorious, it may refer the grievance to the director of DAR within ten (10) duty days of receipt of the Step One response, or within the ten (10) duty days of the deadline for the Step One response if none was received. The union representative signs and dates the form in the appeal box and forwards it to DAR.
- C. The grievance appeal is dated upon receipt in the DAR. If the grievance is referred within the time limits, the director of DAR shall have fifteen (15) duty days to conduct an investigation of the matter and respond to the Union, with a copy to the grievant and the appropriate Step One administrator(s). The response of the director of DAR shall include the disposition of the grievance as well as copies of relevant and appropriate documents relied upon in determining the disposition of the grievance.

Step Three

- A. If the grievant and the Union are not satisfied with the disposition in Step Two, the Union may forward the grievance to DAR within ten (10) duty days of receiving the Step Two response, or within ten (10) duty days of the deadline for the Step Two response if none was received, for processing. The union representative signs and dates the form in the appeal box and forwards it to DAR.
- B. If the grievance is referred within the time limits, a meeting shall be scheduled to discuss the grievance. The superintendent or his/her designee shall preside over the meeting on behalf of the employer.
- C. The superintendent/designee shall have ten (10) duty days from the date of the meeting to respond to the Union and the grievant.
- D. The superintendent/designee completes the section MCPS Third Step Disposition and returns the original to the union with copies to the grievant, the principal or other appropriate official, the deputy superintendent or appropriate associate superintendent, and DAR.