

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

MCEA GRIEVANCE FORM

INSTRUCTIONS: Obtain register number by calling 301-279-3511. Submit completed form to your principal or immediate supervisor. See reverse side for additional directions. Please type or print the following information.

Grievant Name (print or type) _____ Register No. _____
 Association Representative _____ Base School/Location _____
 Social Security No. or ID No. of Employee _____ - _____ - _____ Phone No. _____ - _____ - _____
 Section of Agreement Violated _____ Date of Violation ____/____/____

Describe alleged violation of agreement

State redress or relief sought.

_____/_____/_____
Signature, Grievant *Title (if teacher, give subject or grade)* *Date*

ADMINISTRATIVE REVIEW AND DISPOSITION

LEVEL I Disposition: <input type="checkbox"/> Denied <input type="checkbox"/> Granted Reason/Explanation:	REC'D. IN OFFICE
	Date & Initial
	REC'D. BY GRIEVANT
	Date & Initial

_____/_____/_____
Signature, Administrator *Title* *Date*

LEVEL II Disposition: <input type="checkbox"/> Denied <input type="checkbox"/> Granted Reason/Explanation:	MCEA Disposition	REC'D. IN OFFICE
	Date ____/____/____	Date & Initial
		REC'D. BY MCEA
		Date & Initial

_____/_____/_____
Signature, Administrator *Title* *Date*

LEVEL III Disposition: <input type="checkbox"/> Denied <input type="checkbox"/> Granted Reason/Explanation:	MCEA Disposition	REC'D. IN OFFICE
	Date ____/____/____	Date & Initial
		REC'D. BY MCEA
		Date & Initial

_____/_____/_____
Signature, Superintendent of Schools *Date*

**MCEA AGREEMENT Article 5
(CALL 301-279-3511 FOR REGISTER NUMBER)**

Grievant enters name, section of agreement violated, date of alleged violation, register number, school, phone number, association representative, description of violation, remedy requested, then signs and dates the form.

LEVEL I

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| <p>A. The grievant submits the completed form to his/her principal or immediate supervisor within fifteen (15) school days after the cause thereof has occurred or been discovered. Upon receipt of the written grievance, the principal or immediate supervisor:</p> <ol style="list-style-type: none">1. Initials and dates the form2. Provides a copy of the grievance to the grievant <p>B. Within five (5) school days after receiving the written grievance, the principal or immediate supervisor:</p> <ol style="list-style-type: none">1. Reviews the written complaint | <ol style="list-style-type: none">2. Completes the section "Administrative Review And Disposition"3. Distributes copies of the completed form to MCEA and the Department of Association Relations, keeps one copy for himself/herself, and returns the original form to the grievant <p>C. The grievant completes the appropriate section of the form, acknowledging receipt of the response to the grievance and provides a copy to the principal or supervisor.</p> |
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LEVEL II

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| <p>A. Upon receipt of the written grievance with the opinion of MCEA, the appropriate administrator:</p> <ol style="list-style-type: none">1. Initials and dates the form2. Provides a copy of the grievance to MCEA <p>B. Within seven (7) school days after receiving the written grievance with the opinion of MCEA, the appropriate administrator:</p> | <ol style="list-style-type: none">1. Completes the section "Administrative Review and Disposition"2. Distributes copies of the completed form to the grievant, Department of Association Relations, and the principal or immediate supervisor, keeps one copy for himself/herself, and returns the original form to MCEA <p>C. MCEA completes the appropriate section of the form, acknowledging receipt of the response to the grievance, and provides a copy to the administrator.</p> |
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LEVEL III

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| <p>A. Upon receipt of the written grievance with the opinion of MCEA, the superintendent:</p> <ol style="list-style-type: none">1. Initials and dates the form2. Provides a copy of the grievance to MCEA3. Within seven (7) school days meets with the grievant <p>B. Within five (5) school days after the meeting, the superintendent:</p> <ol style="list-style-type: none">1. Completes the section "Administrative Review and Disposition" | <ol style="list-style-type: none">2. Returns the original form to MCEA <p>C. MCEA completes the appropriate section of the form, acknowledging receipt of the response to the grievance, and returns the original document to the superintendent.</p> <p>D. The superintendent distributes copies of the completed form to the aggrieved person, Department of Association Relations, Level II administrator, principal or immediate supervisor, and returns the original document to MCEA.</p> |
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