

MCAAP AGREEMENT Article 7 – Grievance Procedure
MCBOA AGREEMENT Article 6 – Grievance Procedure
(CALL 301-279-3511, DEPARTMENT OF ASSOCIATION 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 I

A. *The grievant submits the completed form to his/her immediate supervisor within fifteen (15) school days 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 the Department of Association Relations, 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 II

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 the Department of Association Relations.
- B. MCAAP shall forward a grievance deemed meritorious to the appropriate Supervisor of the Step One supervisor.

- 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 the Department of Association Relations.
- 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 the Department of Association Relations.

STEP III

The grievant may within five (5) duty days submit the grievance form to MCAAP. MCAAP shall have five (5) duty 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 the Department of Association Relations.
- B. MCAAP shall forward a grievance deemed meritorious to the superintendent of schools.
- C. The superintendent shall acknowledge receipt of the grievance form by initialing and dating the form and

- returning copies to the grievant, MCAAP, and the Department of Association Relations.
- D. The superintendent has ten (10) duty days from receipt of the grievance form to respond. The superintendent completes section “Administration Disposition” and returns the original to the grievant with copies to MCAAP, the appropriate supervisors, and the Department of Association Relations.
 - E. The superintendent’s decision shall be final and binding.