

## PROCESSES FOR FILING APPEALS

### **Appeal of Grievance (appeal category 30)**

Unless an employee elects to appeal through the Peer Review Process, a covered employee (see State Personnel and Pensions Article, § 12-102) may file a grievance in the following manner:

(1) Step One. Before initiating the grievance procedure the employee must first discuss the grievance with the employee's supervisor. Within 20 calendar days after the alleged cause of complaint, or within 20 calendar days after the employee reasonably became aware of the alleged cause of complaint, the employee may present the grievance in writing to the appointing authority. A copy of the grievance shall be given to the employee's supervisor. The appointing authority shall hold a conference with the employee within 10 calendar days after receipt of the written grievance and shall issue a written decision within 10 calendar days after the conference. If the employee is not satisfied with the decision, the employee or employee's designated representative may appeal to the head of the principal unit or designee within 10 calendar days after receipt of the written decision.

(2) Step Two. The head of the principal unit or a designated representative shall hold a conference with the employee within 10 calendar days after receipt of the written appeal, and shall issue a written decision to the employee within 10 calendar days after the conference. If the employee is not satisfied with the decision, the employee or the employee's representative may appeal to the Department of Budget and Management's Office of Personnel Services and Benefits within 10 calendar days after receipt to the written decision. If this decision is appealed, it should be directed to Department of Budget and Management, Office of Personnel Services and Benefits, Employee Relations Division, 301 West Preston Street, Room 607, Baltimore, Maryland 21201. An appeal shall include a copy of the decision being appealed and any other prior decisions.

(3) Step Three. Within 30 days of receipt of the employee's appeal, the Department of Budget and Management's Office of Personnel Services and Benefits may confer with the parties and attempt to resolve the grievance. If a settlement is not reached, the Department of Budget and Management's Office of Personnel Services and Benefits will forward the appeal to the Office of Administrative Hearings. The disposition of the appeal by the Office of Administrative Hearings is the final administrative decision.

The parties are obligated to attempt to resolve the grievance at the lowest possible step.