

# Morgan State University

## APPEAL and GRIEVANCE FORM

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):

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Specify the law, regulation or policy allegedly misinterpreted:

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Remedy Requested:

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Date Action Taken: \_\_\_\_\_ Effective Date of Action: \_\_\_\_\_

Employee Represented By: \_\_\_\_\_

Name/Agency (if applicable)

Address:

Phone #:

Employee's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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.

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

Procedure: The Morgan State University grievance procedure consists of the following steps:

Step One (1): The employee shall initiate a grievance appeal by presenting the grievance orally to the employee's supervisor for informal discussion within thirty (30) calendar days after the alleged cause of complaint, or within thirty (30) calendar days after the employee reasonably should have known of the alleged act that is the basis for the grievance. After the informal discussion, and within that 30-day period during which the grievance appeal was initiated, the employee may present the grievance in writing to the vice president or program director who shall hold a conference with the employee or the employee's designated representative within ten (10) calendar days after receipt of the written grievance and shall render a written decision within fifteen (15) calendar days after the conference. If the employee is not satisfied with the decision, the employee or the employee's designated representative may file a written appeal to step two within ten (10) calendar days after receipt of the written decision. If this decision is appealed, it should be directed to \_\_\_\_\_

(Name and Title of Person at the Next Level)

Step Two (2): The employee shall present a written appeal to the President or the President's designee who shall hold a conference with the employee or the employee's designated representative within ten (10) calendar days after receipt of the written appeal, and shall render a written decision to the employee within fifteen (15) calendar days after the conference. If the employee is not satisfied with the decision, the employee or the employee's designated representative may appeal to step three within fifteen (15) calendar days after receipt of the written decision. If this decision is appealed, it should be directed to \_\_\_\_\_

(Name and Title of Person at the Next Level)

Step Three (3): The employee shall appeal by one of the following routes:

Either: The employee may submit the dispute, in writing to the Office of Administrative Hearings which shall render a written decision which is binding on all parties, within forty-five (45) calendar days after a hearing is held at a site designated by the Office of Administrative Hearings, or within forty-five (45) days after all legal memoranda or briefs have been filed. The employee must attach copies of lower level decisions to this form.

or: The employee may submit the dispute to outside arbitration by submitting this dispute to the Secretary of Budget & Management at 301 Preston Street, Baltimore, Maryland 21201. By mutual agreement, both parties may select an outside arbitrator. The Secretary shall inform the employee and the American Arbitration Association that the selected arbitrator may not be an employee or an official of the State or a person who is under contract with the State to perform work or services. Fees resulting from arbitration are assessed by the arbitrator equally between the parties. The decision of the arbitrator is advisory to the Secretary. The Secretary shall make the final decision, which is binding on all parties. The Secretary shall render a written decision within 15 calendar days after receipt of the decision of the Arbitrator.

All Other Appeal Categories:

This form is submitted directly to the Office of Administrative Hearings for the following actions:

1. Charges for Removal: Within ten (10) calendar days after receipt of charges.
2. Rejection on Probation following a promotion: Within five (5) working days after receipt of notice.
3. Involuntary Demotions: Within ten (10) calendar days after receipt of notice.
4. Suspension Pending Charges for Removal: Within five (5) workdays after receipt of notice of suspension.

Direct Appeal to: Office of Administrative Hearings  
11101 Gilroy Road  
Hunt Valley MD 21031-1301