



GRIEVANCE FORM

EMPLOYEE'S NAME	DATE	DAYTIME PHONE NUMBER
CLASSIFICATION	ADMINISTRATION (CHECK ONE) MAA <input type="checkbox"/> MdTA <input type="checkbox"/> MPA <input type="checkbox"/> MTA <input type="checkbox"/> MVA <input type="checkbox"/> SHA <input type="checkbox"/> TSO <input type="checkbox"/>	
UNIT/DIVISION/SECTION	EMPLOYEE REPRESENTATIVE (IF ANY) & PHONE NUMBER	

Grievance _____

Specify the law, regulation, or policy misinterpreted _____

What is the requested remedy of your grievance? _____

Was grievance discussed with immediate supervisor? (check one) yes no If yes give date _____

Name of supervisor _____ Supervisor's Phone Number _____

Employee's Signature _____ Date Signed _____

The TSHRS grievance procedure consists of the following steps:

Step One The employee may initiate a grievance appeal in writing to the employee's Appointing Authority within thirty (30) days of the alleged cause of complaint or knowledge of the complaint. The Appointing Authority or a designated representative shall hear the grievance within ten (10) days of receipt of the grievance appeal or on a mutually agreed upon date. The Appointing Authority or a designated representative shall render a written decision within twenty (20) days of the grievance conference.

Step Two If not satisfied with the decision rendered by the Appointing Authority, the employee may appeal the decision to the Secretary or a designated representative within ten (10) days of receipt of the Step One decision. Second Step appeals shall be mailed to:
 Manager, Employer/Employee Relations
 Maryland Department of Transportation
 P.O. Box 8755
 BWI Airport, Maryland 21240
 The Secretary or a designated representative shall hear the grievance appeal within fifteen (15) days of receipt of the appeal or on a mutually acceptable date. The Secretary or a designated representative shall render a written decision within forty (40) days of hearing the grievance appeal.

Step Three If not satisfied with the decision, the employee may appeal to Step Three within fifteen (15) days after receipt of the Step Two written decision. Appeals to Step Three shall be sent to:
 Office of Administrative Hearings
 Administrative Law Building
 11101 Gilroy Road
 Hunt Valley, Maryland 21031