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

## MCAAP/MCBOA/MCPS GRIEVANCE FORM

INSTRUCTIONS: Obtain register number by calling 301-279-3511, Department Of Association Relations (DAR), Submit completed form to your principal or immediate supervisor. See reverse side for additional instructions. Grievant Name (print or type) Register No. Location Phone Number Article/Section of Agreement Violated Date of Alleged Violation Describe alleged violation of Agreement State redress or relief sought. Signature, Grievant Title Date ADMINISTRATIVE REVIEW AND DISPOSITION Received in DAR STEP | Disposition: Denied Granted Date\_ \_ Initial\_ Reason/Explanation: Received by MCAAP \_\_ Initial\_ Received by Grievant Date\_\_\_\_\_ Initial\_ Title Date Signature, Administrator Received in DAR STEP II Disposition: 

Denied 
Granted Reason/Explanation: Date\_\_ \_\_\_\_ Initial\_\_ Received by MCAAP \_ Initial\_ Received by Grievant Date \_\_\_\_\_ Initial \_\_ Signature, Administrator Title Date Received in DAR Disposition: 

Denied 

Granted STEP III Reason/Explanation: Date\_ \_ Initial\_ Received by MCAAP \_ Initial\_\_ Received by Grievant Date\_ \_\_\_ Initial\_ Signature, Superintendent of Schools Date MCPS Form 430-43, November 2009

## 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.