

aggrieved is not satisfied with the decision, he and/or his designated representative may appeal in writing to the next step within five days.

(3) The grievance appeal shall be presented], in writing, to the appointing authority, or [his] A designated representative. Within ten days after the receipt of the written grievance appeal the appointing authority or [his] THE designated representative shall hold a conference with the aggrieved and/or [his] THE designated representative and shall render a written decision to the aggrieved within 15 days after the conclusion of the conference. In the event the aggrieved employee is not satisfied with the decision, [he] THE EMPLOYEE and/or [his] THE designated representative may appeal, in writing, to the next step within ten days.

[(4)] (2) The grievance appeal shall be presented in writing to the Secretary of the Department or [his] A designated representative. Within ten days after the receipt of the written grievance appeal the Secretary or [his] THE designated representative, shall hold a conference with the aggrieved and/or [his] THE designated representative and shall render a written decision to the aggrieved within 15 days after the conclusion of the conference.

[(5)] (3) If the dispute is still unresolved, the grieving employee shall have the right to submit said dispute to either arbitration or to the Secretary of Personnel. At the discretion of the Secretary, and with the consent of the grieving employee, a hearing officer from the Department may conduct a hearing under this subsection at one of the regional sites designated by the Secretary for hearing grievance disputes under this subsection. In either case the appeal must be submitted within 15 days after the receipt of the written decision at step [four] TWO. If the grieving employee chooses to have [his] THE grievance heard by the Secretary of Personnel, the Secretary shall render [his] A written decision within 45 days after the hearing is held by [him] THE SECRETARY or [his] THE authorized representative or within 45 days after all legal memoranda or briefs have been filed in the grievance hearing. In the event of arbitration, the parties shall select an arbitrator by mutual agreement. If they are unable to reach a mutual agreement, an arbitrator shall be supplied by the American Arbitration Association in accordance with its procedures. Any fees resulting from arbitration shall be assessed by the arbitrator equally between the two parties. The decision of the arbitrator shall be advisory to the Secretary of Personnel and no additional appeals or hearings may be considered. The Secretary of Personnel shall make the final decision which shall be binding on all parties. The written decision of the Secretary shall be rendered within 15 days after the receipt of the decision of the arbitrator.