

(d) If the step [five] THREE hearing has been held and in that hearing the initial determination was rescinded, no further action may be taken against an employee with regard to the charge that was considered in the hearing.

55.

(a) A grievance may start with a complaint or request by any employee covered by this subtitle. Similar grievances may be consolidated and processed together as a single issue. By mutual agreement, any step or steps may be bypassed.

(b) A record of each written grievance and its disposition shall be furnished to the complaining employee and/or [his] THE designated representative OF THE EMPLOYEE and shall be filed in the office of the Secretary of Personnel. The Secretary of Personnel shall provide appropriate forms for the filing and processing of a grievance.

(c) Each employee shall be notified of the location, at the work site, of the Merit System Law, State employees personnel rules and agency personnel regulations and policies.

(d) Every effort shall be made by both parties to resolve the grievance at the lowest possible level.

(e) Failure to appeal constitutes acceptance. Failure to answer is a denial from which an appeal may be taken. By mutual agreement, time limits may be waived. An appeal shall be in writing. The original copy of the written appeal, signed by the employee must be forwarded to the next step for consideration.

(f) In the case of a disciplinary suspension, except a suspension pending the resolution of charges which, if proved, would result in the dismissal of an employee:

(1) The employee and/or [his] THE designated representative may submit a written appeal of a disciplinary suspension to the Secretary of Personnel within five days in accordance with existing regulations; or

(2) The employee and/or [his] THE designated representative may appeal the suspension within three days, to the [appointing authority] SECRETARY OF THE DEPARTMENT or [his] A designated representative OF THE SECRETARY. In such event, the [appointing authority] SECRETARY OF THE DEPARTMENT or [his] A designated representative must hear the case within three days from the receipt of the written appeal. If the appeal goes unheard or unanswered as a result of management delay, the employee shall be reinstated with full back pay.

(3) In the event that the employee chooses to appeal to the [appointing authority] SECRETARY OF THE DEPARTMENT or [his] A designated representative OF THE SECRETARY, any further