

appeals must proceed in accordance with the grievance procedure set forth in § 54 of this subtitle.

(4) Any suspension of an employee shall begin not later than two days after the close of the employee's next shift following the alleged infraction or knowledge of the alleged infraction. All suspension days must be consecutive.

(5) Exceptions to subsection (f)(4) are the following:

(i) Employees who are subject to the Department of Transportation and Maryland State Police accident review boards. Each board has 20 days for review and then shall comply with subsection (f)(4) of this section.

(ii) Certain State employees whose duties entail mandatory appearances before courts, regulatory agencies or administrative bodies, if adherence to the time limits of subsection (f)(4) would conflict with scheduled appearances before courts, regulatory agencies or administrative bodies, and thereby hamper the effective administration of the State's business.

(g) Upon the formal or informal initiation of a grievance an employee designated as a grievance procedure representative shall not suffer any loss of pay for investigating, processing or testifying in any step of the grievance procedure. Release time from normal work schedules is to be granted all witnesses to attend grievance hearings. Expenses incurred in connection with attendance by employees at grievance hearings will be borne by the employee's agency.

(h) The Secretary of each department shall submit to the Secretary of Personnel a list of those persons designated to represent him at each step of the grievance.

57.

(A) NOT LATER THAN OCTOBER 15 OF EACH YEAR, EACH DEPARTMENT OR AGENCY SHALL PROVIDE TO THE SECRETARY INFORMATION RELATED TO THE HANDLING AND DISPOSITION OF ALL GRIEVANCES, REJECTIONS ON PROBATION, DENIAL OF INCREMENTS, INVOLUNTARY DEMOTIONS, AND DISCIPLINARY SUSPENSIONS FOR THE PRECEDING FISCAL YEAR.

(B) THE INFORMATION PROVIDED THE SECRETARY UNDER SUBSECTION (A) OF THIS SECTION SHALL INCLUDE FOR EACH CASE THE NAME OF THE EMPLOYEE, POSITION CLASSIFICATION, THE NATURE OF THE ISSUE INVOLVED, ANY RESOLUTION BY THE DEPARTMENT OR AGENCY, AND WHEN APPROPRIATE, NUMBER OF DAYS LOST BY THE EMPLOYEE FOR DISCIPLINARY SUSPENSION OR SUSPENSION PENDING CHARGES FOR REMOVAL.

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