

(as enacted by Chapter ---- of the Acts of the General Assembly of 1978) be repealed, amended, or enacted to read as follows:

Article 64A--~~Merit System~~ -- Education

SUBTITLE 1A. UNIVERSITY OF MARYLAND CLASSIFIED  
EMPLOYEE GRIEVANCE PROCEDURES

56 13-1A-01.

(A) AS USED IN THIS SUBTITLE, THE FOLLOWING WORDS HAVE THE MEANINGS INDICATED.

(B) "~~DAYS~~" "DAY" MEANS A WORKING DAY. ~~WORK DAYS ARE DESCRIBED AS DAY,~~ MONDAY THROUGH FRIDAY, REGARDLESS OF WORK SCHEDULE, WEEKEND WORK, OR MIDWEEK DAYS OFF.

(C) "GRIEVANCE" MEANS ANY CAUSE OF COMPLAINT ARISING BETWEEN ~~AN~~ A CLASSIFIED EMPLOYEE AND HIS EMPLOYER ON A MATTER CONCERNING DISCIPLINE, ALLEGED DISCRIMINATION, PROMOTION, ASSIGNMENT, OR INTERPRETATION OR APPLICATION OF UNIVERSITY RULES OR DEPARTMENTAL PROCEDURES OVER WHICH THE UNIVERSITY MANAGEMENT HAS CONTROL. HOWEVER, IF THE COMPLAINT PERTAINS TO THE GENERAL LEVEL OF WAGES, WAGE PATTERNS, FRINGE BENEFITS, OR TO OTHER BROAD AREAS OF FINANCIAL MANAGEMENT AND STAFFING, IT IS NOT A GRIEVABLE ISSUE.

57 13-1A-03.

(A) THERE ARE FIVE STEPS IN ~~THIS~~ THE GRIEVANCE PROCEDURE.

(B) (1) STEP ONE. STEP ONE IS THE INITIATION OF A COMPLAINT. GRIEVANCES SHALL BE INITIATED WITHIN 30 DAYS OF THE ACTION INVOLVED, OR WITHIN 30 DAYS OF THE EMPLOYEE HAVING REASONABLE KNOWLEDGE OF THE ACT, UNLESS THESE TIME LIMITS ARE FURTHER DELIMITED AS STATED IN ~~SECTION 56~~ § 13-1A-05. APPEALS WITHIN THE GRIEVANCE PROCEDURE SHALL BE TIMED FROM RECEIPT OF THE WRITTEN OPINION OF MANAGEMENT OR FROM WHEN SUCH OPINION IS DUE, WHICHEVER COMES FIRST. AN AGGRIEVED EMPLOYEE OR HIS DESIGNATED REPRESENTATIVE MAY EITHER:

(I) PRESENT HIS GRIEVANCE ORALLY TO HIS DESIGNATED SUPERVISOR FOR THE PURPOSE OF INFORMAL DISCUSSION. IF THE GRIEVANCE IS UNRESOLVED AFTER 3 DAYS, THE EMPLOYEE MAY APPEAL TO STEP TWO. THE APPEAL SHALL BE IN WRITING AND SHALL BE FILED WITHIN 3 DAYS; OR

(II) PRESENT HIS GRIEVANCE IN WRITING TO HIS DESIGNATED SUPERVISOR FOR FORMAL CONSIDERATION. IF THE GRIEVANCE IS PRESENTED TO THE DESIGNATED SUPERVISOR, WITHIN 5 DAYS AFTER THE RECEIPT OF THE WRITTEN GRIEVANCE HE SHALL HOLD A CONFERENCE WITH THE AGGRIEVED OR HIS DESIGNATED REPRESENTATIVE AND WITHIN 5 DAYS AFTER THE CONCLUSION OF THE CONFERENCE RENDER HIS DECISION IN WRITING TO THE AGGRIEVED