

## WITNESSES.

(L) EACH STEP OF THE GRIEVANCE PROCEDURE SHALL BE PROCESSED AS QUICKLY AS PRACTICABLE WITHIN THE SPECIFIED TIME LIMITS. FAILURE TO APPEAL AT ANY STEP CONSTITUTES ACCEPTANCE. FAILURE TO ANSWER IS A DENIAL TO WHICH AN APPEAL MAY BE MADE. BY MUTUAL AGREEMENT, THE TIME LIMITS MAY BE WAIVED.

(M) IT IS THE RESPONSIBILITY OF EACH PARTY TO THE GRIEVANCE PROCEDURE AT EACH STEP OF THE PROCEDURE TO DUPLICATE THE GRIEVANCE FORM PRIOR TO FILING IT WITH THE EMPLOYER OR RETURNING IT TO THE EMPLOYEE AND TO RETAIN ONE COPY OF THE FORM.

(N) FAILURE ON THE PART OF A DESIGNATED SUPERVISOR TO MEET HIS RESPONSIBILITY WITHIN THE SPECIFIED TIME LIMITS IS SUFFICIENT CAUSE FOR DISCIPLINARY ACTION.

(O) A GRIEVANCE MAY START WITH A COMPLAINT OR REQUEST BY A PERMANENT OR TEMPORARY EMPLOYEE.

(P) AN EMPLOYEE MAY BE REPRESENTED AT EVERY STEP OF THE GRIEVANCE PROCEDURE BY A PARTY OF HIS CHOOSING OR ORGANIZATIONAL REPRESENTATIVES.

(Q) AN EMPLOYEE SHALL RECEIVE A COPY OF THIS GRIEVANCE PROCEDURE UPON EMPLOYMENT AT THE UNIVERSITY.

(R) BOTH PARTIES SHALL MAKE AN EFFORT TO RESOLVE THE GRIEVANCE AT THE LOWEST POSSIBLE LEVEL.

(S) ALL GRIEVANCE HEARINGS SHALL BE OPEN HEARINGS UNLESS EITHER PARTY REQUESTS THAT THE HEARING BE CLOSED.

(T) AT ANY STEP OF THE GRIEVANCE PROCEDURE, EITHER PARTY MAY REQUIRE THAT WITNESSES BE EXCLUDED FROM THE HEARING ROOM UNTIL CALLED.

(U) ANY PARTY WHO ELECTS TO USE THIS PROCEDURE FOR RESOLUTION OF A PROBLEM IS PRESUMED TO AGREE TO ABIDE BY THE FINAL DISPOSITION ARRIVED AT IN THIS PROCEDURE AND THE FINAL DISPOSITION MAY NOT BE SUBJECT TO REVIEW UNDER ANY OTHER PROCEDURE WITHIN THE UNIVERSITY.

SECTION 2. AND BE IT FURTHER ENACTED, That Section(s) 13-106(c) of Article - Education, of the Annotated Code of Maryland (as enacted by Chapter --- of the Acts of the General Assembly of 1978) be repealed.

SECTION 3. AND BE IT FURTHER ENACTED, That Section(s) 13-106(a) and (b), respectively, of Article - Education, of the Annotated Code of Maryland (as enacted by Chapter --- of the Acts of the General Assembly of 1978) be renumbered to be Section(s) 13-1A-02(a) and (b), respectively.