

(F) IF A GRIEVANCE IS NOT DECIDED AT ANY STEP IN THE GRIEVANCE PROCEEDING, THE GRIEVANCE IS CONSIDERED AS DENIED AND THE GRIEVANT MAY APPEAL TO THE NEXT STEP.

(G) (1) A GRIEVANT MAY BE REPRESENTED AT ANY TIME BY ANY PERSON THAT THE GRIEVANT CHOOSES.

(2) THE PRESIDENT, A PROGRAM DIRECTOR, OR A VICE PRESIDENT MAY BE REPRESENTED AT ANY TIME BY AN INDIVIDUAL DESIGNATED FOR THAT PURPOSE.

(3) THE PRESIDENT AND EACH PROGRAM DIRECTOR AND VICE PRESIDENT SHALL SUBMIT TO THE SECRETARY OF PERSONNEL A LIST OF INDIVIDUALS DESIGNATED TO REPRESENT THE PRESIDENT, PROGRAM DIRECTOR, OR VICE PRESIDENT AT EACH STAGE OF THE GRIEVANCE PROCEEDING.

14-1B-03.

(A) BEFORE INITIATING A GRIEVANCE PROCEEDING, A CLASSIFIED EMPLOYEE SHALL PRESENT THE MATTER ORALLY TO THE EMPLOYEE'S SUPERVISOR FOR INFORMAL DISCUSSION.

(B) A GRIEVANCE PROCEEDING MUST BE INITIATED BY A CLASSIFIED EMPLOYEE WITHIN 30 DAYS AFTER:

(1) THE OCCURRENCE OF THE ALLEGED ACT THAT IS THE BASIS FOR THE GRIEVANCE; OR

(2) THE EMPLOYEE FIRST KNEW OR REASONABLY SHOULD HAVE KNOWN OF THE ALLEGED ACT THAT IS THE BASIS FOR THE GRIEVANCE.

14-1B-04.

(A) WITHIN THE TIME SPECIFIED IN § 14-1B-03 OF THIS SUBTITLE, THE GRIEVANT MAY INITIATE A GRIEVANCE PROCEEDING BY FILING A WRITTEN GRIEVANCE WITH THE VICE PRESIDENT OR PROGRAM DIRECTOR.

(B) WITHIN 10 DAYS AFTER THE GRIEVANCE IS RECEIVED, THE VICE PRESIDENT OR PROGRAM DIRECTOR SHALL HOLD A CONFERENCE WITH THE GRIEVANT.

(C) THE VICE PRESIDENT OR PROGRAM DIRECTOR SHALL ISSUE A WRITTEN DECISION TO THE GRIEVANT WITHIN 15 DAYS AFTER THE CONFERENCE.

14-1B-05.

(A) WITHIN 10 DAYS AFTER RECEIVING A DECISION UNDER § 14-1B-04 OF THIS SUBTITLE, A GRIEVANT OR A GRIEVANT'S REPRESENTATIVE MAY APPEAL IN WRITING TO THE PRESIDENT OR THE PRESIDENT'S DESIGNEE.

(B) WITHIN 10 DAYS AFTER THE APPEAL IS RECEIVED, THE PRESIDENT OR THE PRESIDENT'S DESIGNEE SHALL HOLD A CONFERENCE WITH THE GRIEVANT.