

(2) THE GRIEVANT SHALL BE NOTIFIED OF THE EXTENSION OF TIME.

[10-105.] 12-108.

The Secretary shall provide for forms for initiating and processing grievances ~~THAT INCLUDE THE INFORMATION THE SECRETARY REQUIRES BY REGULATION.~~

[10-202.] 12-109.

Each party to a grievance shall make every effort to resolve the grievance at the lowest level possible.

Subtitle 2. [Procedures.] GRIEVANCE PROCEDURE.

[10-201.] 12-201.

(a) (1) EXCEPT AS PROVIDED IN PARAGRAPH (2) OF THIS SECTION, [The] THE three steps AVAILABLE TO A GRIEVANT in the grievance [proceeding] PROCEDURE are:

[(1)] (I) STEP ONE: the initiation of a grievance [proceeding] PROCEDURE;

[(2)] (II) STEP TWO: an appeal to the head of the principal [department or other independent] unit; and

[(3)] (III) STEP THREE: an appeal to the Secretary.

(2) IF A GRIEVANCE IS BASED ON A PERFORMANCE RATING OF SATISFACTORY OR BETTER:

(I) THE GRIEVANT ONLY MAY APPEAL THE GRIEVANCE AT STEPS ONE AND TWO OF THE GRIEVANCE PROCEDURE; AND

(II) A DECISION AT STEP TWO OF THE GRIEVANCE PROCEDURE IS FINAL.

(b) [The parties may agree to bypass any step of the grievance proceeding.]

(1) WHEN A GRIEVANT'S APPOINTING AUTHORITY IS ALSO THE HEAD OF THE PRINCIPAL UNIT, THE GRIEVANT SHALL APPEAL THE STEP ONE DECISION DIRECTLY TO STEP THREE OF THE GRIEVANCE PROCEDURE.

(2) IF THE BASIS OF A GRIEVANCE IS AN ACTION TAKEN BY THE PRINCIPAL UNIT OR BY THE DEPARTMENT, THE PARTIES MAY AGREE TO PROCEED TO STEP TWO OR STEP THREE OF THE GRIEVANCE PROCEDURE AS APPROPRIATE.

[10-205.] 12-202.

Before initiating a grievance procedure, an employee shall present the matter orally to the employee's supervisor for informal discussion.

[10-206.]

A grievance proceeding must be initiated by an employee within 30 days after:

(1) the occurrence of the alleged act that is the basis for the grievance; or