

(2) the employee first knew or reasonably should have known of the alleged act that is the basis for the grievance.]

[10-207.] 12-203.

(a) [Within the time specified in § 10-206 of this subtitle, the] A grievant may initiate a grievance proceeding by filing a written grievance with the GRIEVANT'S appointing authority. THE GRIEVANT SHALL PROVIDE A COPY OF THE GRIEVANCE TO THE GRIEVANT'S SUPERVISOR WHEN THE GRIEVANCE IS FILED.

(B) A GRIEVANCE PROCEDURE MUST BE INITIATED BY AN EMPLOYEE WITHIN 20 DAYS AFTER:

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

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

[(b)](C) Within 10 days after RECEIVING [the] A grievance [is received], the appointing authority shall hold a conference with the grievant AND THEY SHALL ATTEMPT TO RESOLVE THE GRIEVANCE.

[(c)](D) WITHIN 10 DAYS AFTER THE CONFERENCE, [The] THE appointing authority shall issue a written decision to the grievant [within 15 days after the conference] AND MAY GRANT ANY APPROPRIATE REMEDY UNDER § 12-402(A) OF THIS TITLE.

[10-208.] 12-204.

(a) (1) Within 10 days after receiving a decision under [§ 10-207] § 12-203 of this subtitle, a grievant or a grievant's representative may appeal THE DECISION in writing to the head of the grievant's principal [department or other independent] unit OR DESIGNEE.

(2) AN APPEAL SHALL INCLUDE A COPY OF THE DECISION BEING APPEALED.

(b) Within 10 days after [the] RECEIVING AN appeal [is received], the [department or unit] head OF THE PRINCIPAL UNIT OR DESIGNEE shall [hold a conference with the grievant]:

(1) REVIEW THE GRIEVANCE RECORD; AND

(2) CONFER WITH THE GRIEVANT AND THEY SHALL ATTEMPT TO RESOLVE THE GRIEVANCE.

(c) [The department or unit head shall issue a written decision to the grievant within 15 days after the conference.] WITHIN 10 DAYS AFTER THE CONFERENCE, THE HEAD OF THE PRINCIPAL UNIT OR DESIGNEE SHALL ISSUE A WRITTEN DECISION TO THE GRIEVANT AND MAY GRANT ANY APPROPRIATE REMEDY UNDER § 12-402(A) OF THIS TITLE.