

MONTGOMERY COUNTY PUBLIC SCHOOLS

MCEA Grievance Form

Department of Labor Relations
MONTGOMERY COUNTY PUBLIC SCHOOLS
15 West Gude Drive, Suite 200, Rockville, Maryland 20850

INSTRUCTIONS

To file a grievance, an employee should reach out to MCEA **at** helpdesk@mceanea.org. If MCEA determines a grievance is appropriate, it will obtain a register number and file with the Department of Labor Relations (DLR). For more information, see Article 5, Grievance Procedure, in the Negotiated Agreement between MCEA and the Board of Education of Montgomery County.

GRIEVANT INFORMATION *(print or type)*

Employee ID# _____	MCEA Representative _____
Grievant Name _____	Contact Email _____
School/Work location _____	Signature _____ Date _____
Title/Position _____	Violation Date _____ Filing Date _____

REGISTER #: _____ **all grievances must have a register number to be heard.*

Describe alleged violation of contract and state redress or remedy requested.

Article(s) Violated: _____

LEVEL ONE

Disposition: Denied Granted Withdrawn Other

Reason:

Administrator Signature _____ Date _____

LEVEL TWO

MCEA hereby requests a Level Two appeal. MCEA representative signature _____ Date _____

Hearing Office Disposition: Denied Granted Withdrawn Other ***See hearing officer decision for details*

Hearing Officer Signature _____ Date _____

LEVEL THREE

MCEA hereby requests a Level Three appeal. MCEA representative signature _____ Date _____

Hearing Office Disposition: Denied Granted Withdrawn Other ***See hearing officer decision for details*

Superintendent of Schools/Designee Signature _____ Date _____

LEVEL FOUR

MCEA hereby moves to arbitration. MCEA representative signature _____ Date _____