

**MONTGOMERY COUNTY PUBLIC SCHOOLS**

**MCEA Grievance Form**

**Office of Employee Engagement and Labor Relations**  
 MONTGOMERY COUNTY PUBLIC SCHOOLS  
 850 Hungerford Drive, Room 55, Rockville, Maryland 20850

**INSTRUCTIONS**

Obtain register number by calling the Office of Employee Engagement and Labor Relations (OEELR) at 240-740-2888. Submit completed form to your principal or immediate supervisor. See reverse side for additional directions. Please type or print the following information.

**GRIEVANT INFORMATION** *(print or type)*

Grievant Name *(print or type)* \_\_\_\_\_ Register No. \_\_\_\_\_  
 Association Representative \_\_\_\_\_ Base School/Location \_\_\_\_\_  
 Social Security No. or Employee ID# \_\_\_\_\_ Phone No. \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 Section of Agreement Violated \_\_\_\_\_ Date of Violation \_\_\_\_/\_\_\_\_/\_\_\_\_

Describe alleged violation of Agreement

State redress or relief sought

Grievant Signature \_\_\_\_\_ Title *(if teacher, give subject or grade)* \_\_\_\_\_  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**ADMINISTRATIVE REVIEW AND DISPOSITION**

**LEVEL ONE** Disposition:  Denied  Granted  
 Reason/Explanation:

Received Office  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial \_\_\_\_

Received by Grievant  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial \_\_\_\_

Administrator Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**LEVEL TWO** Disposition:  Denied  Granted  
 Reason/Explanation:

Received Office  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial \_\_\_\_

Received by MCEA  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial \_\_\_\_

Administrator Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**LEVEL THREE** Disposition:  Denied  Granted  
 Reason/Explanation:

Received Office  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial \_\_\_\_

Received by MCEA  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial \_\_\_\_

Superintendent of Schools/Designee Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**MCEA AGREEMENT Article 5**  
**CALL 240-740-2888**

**OFFICE OF EMPLOYEE ENGAGEMENT AND LABOR RELATIONS FOR REGISTER NUMBER**

Grievant enters name, section of agreement violated, date of alleged violation, register number, school/office, phone number, MCEA representative, description of violation, and remedy requested then signs and dates the form.

**LEVEL ONE**

- A. *The grievant submits the completed form to his/her principal/immediate supervisor within fifteen (15) school days after the cause thereof has occurred or been discovered. Upon receipt of the written grievance, the principal/immediate supervisor:*
  - 1. Initials and dates the form.
  - 2. Provides a copy of the grievance to the grievant.
- B. Within five (5) school days after receiving the written grievance, the principal/immediate supervisor:
  - 1. Reviews the written complaint.
  - 2. Completes the section "Administrative Review and Disposition."
  - 3. Distributes copies of the completed form to MCEA and OEELR, principal/immediate supervisor keeps one copy, and returns the original form to the grievant.
- C. The grievant completes the appropriate section of the form, acknowledging receipt of the response to the grievance, and provides a copy to the principal/immediate supervisor.

**LEVEL TWO**

- A. If the grievant is not satisfied with the response at Level I, the grievant may, within ten (10) school days, request MCEA to appeal to Level II. MCEA will refer the grievance to the appropriate administrator within five (5) school days of receipt from the grievant if MCEA determines that the grievance is meritorious.
- B. Upon receipt of the written grievance with the opinion of MCEA, the appropriate administrator:
  - 1. Initials and dates the form.
  - 2. Provides a copy of the grievance to MCEA.
- C. Within seven (7) school days after receiving the written grievance with the opinion of MCEA, the appropriate administrator:
  - 1. Completes the section "Administrative Review and Disposition" within five (5) school days after the meeting.
  - 2. Distributes copies of the completed form to the grievant, OEELR, and the principal or immediate supervisor, keeps one copy for himself/herself, and returns the original form to MCEA
- D. MCEA completes the appropriate section of the form, acknowledging receipt of the response to the grievance, and provides a copy to the administrator.

**LEVEL THREE**

- A. If the grievant is not satisfied with the response at Level II, the grievant may, within five (5) school days, request MCEA to appeal to Level III. MCEA will refer the grievance to the appropriate administrator within five (5) school days of receipt from the grievant if MCEA determines that the grievance is meritorious.
- B. Upon receipt of the written grievance with the opinion of MCEA, the superintendent/designee:
  - 1. Initials and dates the form.
  - 2. Provides a copy of the grievance to MCEA.
- C. Within ten (10) school days after receipt, the superintendent/designee:
  - 1. Completes the section "Administrative Review and Disposition".
  - 2. Returns the original form to MCEA
- D. MCEA completes the appropriate section of the form, acknowledging receipt of the response to the grievance, and returns the original document to the superintendent/designee.
- E. The superintendent/designee distributes copies of the completed form to the aggrieved person, OEELR, Level III administrator, principal or immediate supervisor, and returns the original document to MCEA.