



Name: _____ Grievance Number: _____
 Department: _____ Job Title: _____
 Home Address: _____ Campus Address: _____
 Phone Number and Email (for contact regarding hearings): _____

To be completed by the employee (Please send a copy of Grievance Form and all related correspondence to Staff Relations, 3110 Chesapeake Building):

What is your complaint?

What do you think should be done?

Suspension Cases ONLY – I wish this case to begin being heard at:

Step One

Step Two

Who, if anyone, do you name as your representative? _____

Date _____ Signature of Employee and/or Representative _____

Representative's Phone Number and Email Address: _____

Submit this form to your Department Head

To be completed by Department Head or Designee:

Date formal grievance was received by Department head or Designee:

Step One Decision (choose one): Granted in Full Granted in Part Denied

(Attach a copy of Step One Decision AND SEND TO STAFF RELATIONS)

Date _____ Signature of Department Head or Designee _____

Return this form to the Employee



Name of Grievant & Number	Date

I wish to appeal the Step One decision to Step Two of the grievance procedure.

Date Signature of Aggrieved Employee and/or Representative



I wish to appeal the Step Two decision to:

(check one) Office of Administrative Hearing OR Arbitration

Date Signature of Employee and/or Representative

*Important Note: To appeal the Step Two decision the Grievant and/or their Representative must submit this form along with a copy of the decision to:

**Office of Administrative Hearings
Administrative Law Building
11101 Gilroy Road
Hunt Valley, MD 21031-8201**

Questions regarding scheduling of Step Three hearings or other issues related to Step Three of the grievance procedure should be directed to the Office of Administrative Hearings at (410)229-4100.



For a copy of USM Policy VII – 8.00 –Policy on Grievances for Exempt and Nonexempt Staff Employees,” see: <http://www.usmd.edu/regents/bylaws/SectionVII/VII800.pdf>. Or see the Grievance Procedure in Annotated Code of Maryland, Education Article, Section 13 -201 et.seq.