MICHIGAN DEPARTMENT OF CORRECTIONS

SECURITY UNIT GRIEVANCE (C-12)

4835-0136 2/12
CAJ-136

Grievance # (assigned by Human Resources)

GRIEVANT NAME: (Last, First)	GRIEVANT HOME PH#:
GRIEVANT ADDRESS:	
CLASSIFICATION:	EMPLOYEE ID#:
CONTRACT ARTICLE(S) AND SECTION(S):	
RULE/POLICY/PROCEDURE:	

AGENCY/COMPLEX:	SHIFT:	DATE:
IMMEDIATE SUPERVISOR:	PROBATIONARY EMPLOYEE: ☐ YES ☐ NO	
IF SUSPENDED, DID GRIEVANT: ☐ FORFEIT LEAVE ☐ PAY FINE		

EMPLOYEE STATEMENT OF GRIEVANCE: (Attach additional pages if needed)

A JUST AND FAIR SOLUTION TO MY GRIEVANCE IS:

DIRECT APPEAL TO: (see Article 9, Sec.C) ☐ STEP 1 ☐ STEP 2	GRIEVANT'S SIGNATURE: UNION REPRESENTATIVE'S SIGNATURE:

DATE GIVEN TO STEP 1 OFFICIAL:	STEP 1 CONFERENCE IS: ☐ REQUESTED ☐ NOT REQUESTED
DATE STEP 1 ANSWER ISSUED TO GRIEVANT/MCO: (Step 1 answer shall be written on a separate, attached page)	STEP 1 ANSWER IS: ☐ ACCEPTED ☐ NOT ACCEPTED
UNION REPRESENTATIVE'S SIGNATURE:	DATE APPEALED & FORWARDED TO STEP 2:

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SECURITY UNIT GRIEVANCE (C-12)- SUMMARY INSTRUCTIONS

(For Complete Instructions see Article 9 of the Contract)

GRIEVANT:	1.	Discusses complaint with immediate supervisor .
DESIGNATED MANAGEMENT REPRESENTATIVE:	1.	Makes a good faith effort to resolve complaint within the scope of his/her authority.
GRIEVANT OR STEWARD:	1.	If not resolved, file to Step 1 official within 21 calendar days of becoming aware of the cause for complaint.
STEP 1 OFFICIAL:	1.	Schedules conference upon request.
	2.	Issues written response to Grievant/MCO within 21 calendar days of receiving the grievance.
GRIEVANT:	1.	If unsatisfied with Step 1 response, requests Steward or Chief Steward forward appeal to MCO Central Office.
STEWARD OR CHIEF STEWARD:	1.	Forwards grievance materials, including Step 1 response, and all supporting documents (summary of disciplinary conference, CS-301, Overtime equalization lists, CAJ-231, Staffing/daily reconciliation sheets, seniority lists, written counseling/reprimand, etc.) to MCO Central Office.
MCO CENTRAL OFFICE:	1.	Appeals to Employer within 45 calendar days of receipt of Step 1 answer or the date the answer was due if no answer was provided.
STEP 2 OFFICIAL:	1.	The Departmental Representative may meet with the designated MCO Representative(s) to attempt to resolve the grievance; however, such meeting shall occur concerning suspension without pay, unsatisfactory rating (for non-probationary employees only), discharge or demotion.
	2.	Issues written response to Grievant/MCO within 30 calendar days from the receipt of the written appeal to Step 2.

Grievance appeals to pre-arbitration and arbitration may only be processed by MCO Central Office.