

**SECURITY UNIT GRIEVANCE (C12) DHHS**

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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: <b>Forensic Center</b>	SHIFT:	DATE:
IMMEDIATE SUPERVISOR:	PROBATIONARY EMPLOYEE: <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF SUSPENDED, DID GRIEVANT: <input type="checkbox"/> FORFEIT LEAVE <input type="checkbox"/> 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)  <input type="checkbox"/> STEP 1 <input type="checkbox"/> STEP 2	GRIEVANT'S SIGNATURE:
	UNION REPRESENTATIVE'S SIGNATURE:
DATE GIVEN TO STEP 1 OFFICIAL:	STEP 1 CONFERENCE IS: <input type="checkbox"/> REQUESTED <input type="checkbox"/> NOT REQUESTED
DATE STEP 1 ANSWER ISSUED TO GRIEVANT/MCO: <small>(Step 1 answer shall be written on a separate, attached page)</small>	STEP 1 ANSWER IS: <input type="checkbox"/> ACCEPTED <input type="checkbox"/> NOT ACCEPTED
UNION REPRESENTATIVE'S SIGNATURE:	DATE APPEALED & FORWARDED TO STEP 2:

**GRIEVANCE PROCEDURE FORM C12-DHHS SUMMARY INSTRUCTIONS**

(For Complete Instructions see Article 9 of the Contract)

- GRIEVANT: 1. Discusses complaint with immediate supervisor .
- SUPERVISOR: 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.