



Appendix I

Anne Arundel County Step I Grievance Documentation Form

(Please Print all information unless otherwise requested)

Name of Greivant:

Name of Union & Local #:

Grievance Issue(s):

**Management Representative Who
Received Grievance:**

**Date of Step I
Meeting/Hearing:**

By their signatures on this form, the involved individuals acknowledge that a Step I grievance meeting/hearing was, in fact, conducted on the above-listed date (as required by the current Memorandum of Agreement between Union and Anne Arundel County).

The completion of this form does not relieve the Management Representative of his/her responsibility to issue a timely response to the instant grievance.

Signed By:

Grievant (Date)

Management Representative (Date)

Union Representative (Date)

White Copy: To Be Retained by Management Representative

Yellow Copy: To Be Retained by Union Representative

Pink Copy: To Be Retained by Grievant