

Appendix II

**Memorandum of Agreement
Between
Anne Arundel County, (Maryland)
And
Local 2563
Of The
American Federation of State, County and Municipal Employees
AFL-CIO
(affiliated with Maryland Public Employees' Council 67)**

**Anne Arundel County
Step I Grievance Documentation Form
(Please print all information unless otherwise requested)**

Grievant's Name: _____

Union's Name & 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 the 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:

Signed By:

Grievant (Date)

Management Representative (Date)

Union Representative (Date)