



Office of HR Consulting and Labor Relations
600 N. Wolfe St., Phipps 481
Baltimore, MD 21287-1454
410-955-6783

EMPLOYEE APPEALS PROCESS (NBU) FORM

Organization: _____ Health System _____ Hospital

PLEASE PRINT OR TYPE ALL INFORMATION

NAME:		JOB TITLE:	
DEPARTMENT:	SUPERVISOR:	EMPLOYEE ID #:	
<p>I have verbally discussed the following problems with my immediate supervisor and have not received a satisfactory answer (Give specific details, date, time, place, etc.)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			
<p>Relief sought or action required to correct the problem:</p> <p>_____</p> <p>_____</p> <p>_____</p>			
HR Consultant	STEP	EMPLOYEE SIGNATURE	DATE
	1		
	2		
SIGNATURE:	2B		
	3		
COMMENTS:			

APPEALS PROCEDURE

PURPOSE: To provide a means for employees to appeal a situation, condition or act of management that is not satisfactorily answered in the normal day-to-day relationships.

Hospital policy is not appealable; the application of policy is appealable. The interpretation and administration of health and welfare benefits, pension plan, compensation, job reclassification, and layoffs are exempt from the appeals process.

Note: In issues of Performance Review, the overall rating may be addressed at the Supervisory and Department Head Level. At the Appeals Review level, only the process will be reviewed and recommendations made when appropriate.

PROCEDURE: If an informal discussion of the problem with your supervisor or Informal Mediation does not resolve the problem, the following formal steps are available to you: (Time limits exclude Saturdays, Sundays and Holidays)

STEP	WHO	TO APPEAL	MEET	ANSWER
1	*Immediate Supervisor	Employee submits appeal form to supervisor within 5 days of incident	Within 5 days	Within 5 days of Step 1 meeting
2	Department Head	Employee submits appeal within 5 days of Step 1 response	Within 5 days	Within 2 days of Step 2 meeting
2B	Department Head	In instances of suspension or discharge: Employee files appeal and meets with HR Consultant within 5 days of incident	Within 5 days	Within 2 days of Step 2B meeting
3	Moderator	HR Consultant submits to Appeals Review Moderator within 5 days	Within 10 days	Within 4 days of Appeals Review

* If this appeal is filed with a supervisor other than your immediate supervisor, you should inform your immediate supervisor of the situation.

An HR Consultant is available to assist you in using the appeals procedure. Feel free to review any problem with the HR Consultant prior to or during the process. You may request a Non-Bargaining Unit employee to attend any of the meetings associated with the appeals process.