

GRIEVANCE STEPS

Bureau of Workforce Planning and Operations (BWPO) & Bureau of Workforce
Development Administration (BWDA)

EFFECTIVE: 7/29/2016

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	CareerLink® Supervisor/Area Regional Director (ARD)/Unit/Section Chief
2	15 WORKDAYS	15 WORKDAYS	<p>In writing to: BWDA Brandy Burnham, Director 1200 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121</p> <p>In writing to: BWPO Carrie Amann, Director 1201 Labor & Industry Bldg./651 Boas Street Harrisburg, PA 17121</p>
★ 3	15 WORKDAYS	15 WORKDAYS	<p>In writing to: Cara Krchnar, Employee Relations Coordinator (Acting) 1405 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121</p> <p style="text-align: center;">CLASSIFICATION GRIEVANCE ONLY</p> <p>In writing to: Matthew Stine, Chief, Talent Management 1425 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121</p>
4	15 WORKDAYS	15 WORKDAYS	<p>In writing to: John Gasdaska, Director, Bureau of Labor Relations 404 Finance Building Harrisburg, PA 17120</p> <p style="text-align: center;">CLASSIFICATION GRIEVANCE ONLY</p> <p>In writing to: Melissa Mullen Grievance Unit Supervisor Office of Administration Classification/Pay Division 515 Finance Building Harrisburg, PA 17120</p>
5	AS SOON AS A STEP 4 RESPONSE IS RECEIVED: Send copies of all documentation to your Business Agent.		

***Note:** Grievances concerning agency-wide decisions, health & safety (only if issue has been discussed at a local Meet and Discuss) and grievances concerning discharge, demotion, suspension, furlough, and promotion should be filed directly to Step 3 within 15 days.