

# GRIEVANCE STEPS

## DEPARTMENT OF PUBLIC WELFARE

### NON-CLASSIFICATION

EFFECTIVE: 03/30/2016

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
* 1	15 WORKDAYS	15 WORKDAYS	Grievant's Supervisor or Office Head
2	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Labor Relations Coordinator or Executive Director
* 3	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Ms. Diana Karlinsey, Acting Chief Dept. of Public Welfare Division of Labor Relations 1 <sup>st</sup> Floor, Forum Place P.O. Box 2675 Harrisburg, PA 17105-2675 Phone: 717-787-3655 Fax: 717-787-7414
4	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> John Gasdaska, Director Bureau of Labor Relations Rm. 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514) Fax: 717-783-0430
5	<p>AS SOON AS STEP 4 RESPONSE IS RECEIVED</p> <p><b>With copies of all documentation to:</b> a. Your Business Agent</p> <p><b>Intent to Arbitrate</b> - Send to: John Gasdaska, Bureau of Labor Relations from the Business Agent within 20 working days.</p>		

**\*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.