

# GRIEVANCE STEPS

## DEPARTMENT OF CORRECTIONS

EFFECTIVE: 03/30/2016

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	<b>Orally or in writing (your choice) to:</b> Immediate Supervisor (Health & Safety – SEE NOTES)
2	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Your institution's superintendent or designee.
★ 3	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Ms. Melissa Kracher Chief of Labor Relations Department of Corrections 1920 Technology Parkway Mechanicsburg, PA 17050 Email: mkracher@pa.gov Phone: 717-728-5326 Fax: 717-728-0304
4	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> John Gasdaska, Director Bureau of Labor Relations 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514)  <b>CLASSIFICATION GRIEVANCE ONLY</b> <b>In writing to:</b> Ms. Melissa Mullen, Grievance Unit Sup. PA Office of Administration Classification/Pay Division 515 Finance building Harrisburg, PA 17120 Phone: 717-705-5586 (network 8-445-5586) Email: memullen@pa.gov
5	AS SOON AS STEP 4 RESPONSE IS RECEIVED		<b>With copies of all documentation to:</b> a. Your Business Agent  <b>Intent to Arbitrate</b> – Send to: John Gasdaska, (Non-classification) or Melissa Mullen, (Classification) by Business Agent within 20 working days.

★**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.