

# GRIEVANCE STEPS

## DEPARTMENT OF MILITARY & VETERANS AFFAIRS

EFFECTIVE: 03/30/2016

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	Grievant's Supervisor
2	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Facility Head/Personnel Office
★ 3	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Kim Kreiser Labor Relations Coordinator Building P-0-47 Fort Indiantown Gap Annville, PA 17003-5002 Phone: 717-861-6496
3	CLASSIFICATION		Ray Bishop (same address as above) Phone: 717-861-8838
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 <b>ARTICLE 27 CLASSIFICATION GRIEVANCE:</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) from the 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.