

GRIEVANCE STEPS DEPARTMENT OF PUBLIC WELFARE CLASSIFICATION

EFFECTIVE: 03/30/2016

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
1	15 WORKDAYS	15 WORKDAYS	Grievant's immediate Supervisor or Office Head retroactivity to date grievance filed in writing for permanent assignment.
2	15 WORKDAYS	15 WORKDAYS	In writing to: Labor Relations Coordinator or Executive Director
3	15 WORKDAYS	15 WORKDAYS	In writing to: Ms. Christie Kahler, Chief Classification/Pay Division 116 Health & Welfare Bldg. Harrisburg, PA 17120-2675 Phone: 717-783-3385 (network 8-443-3385)
4	15 WORKDAYS	15 WORKDAYS	In writing to: 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	<p>AS SOON AS STEP 4 RESPONSE IS RECEIVED</p> <p>With copies of all documentation to:</p> <p>a. Your Business Agent</p> <p>Intent to Arbitrate – Send to: Melissa Mullen, Office of Administration from the Business Agent within 20 working days.</p>		