

GRIEVANCE STEPS

OFFICE OF INSPECTOR GENERAL

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	In writing to: Labor Relations Coordinator or Bureau Director for Region
★ 3	15 WORKDAYS	15 WORKDAYS	In writing to: Jerry Hetrick, Director, OHR Executive Offices Office of Human Resources 508B Finance Building Harrisburg, PA 17120 Phone: 717-783-5446
4	15 WORKDAYS	15 WORKDAYS	In writing to: 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 ARTICLE 27 CLASSIFICATION GRIEVANCE: 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	AS SOON AS STEP 4 RESPONSE IS RECEIVED		With copies of all documentation to: a. Your Business Agent Intent to Arbitrate – 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.