

GRIEVANCE STEPS

OFFICE OF VOCATIONAL REHABILITATION

EFFECTIVE: 03/30/2016

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	Orally or in writing (your choice) to: District Administrator/Supervisor
2	15 WORKDAYS	15 WORKDAYS	In writing to: Denise Verchimak, Director of Bureau of OVR 1521 N. 6 th Street Harrisburg, PA 17102 Phone: 717-772-3511
★ 3	15 WORKDAYS	15 WORKDAYS	In writing to: Cara Krchnar, Acting Employer Relations Coordinator Rm. 1405 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121 Phone: 717-787-9892 (network 8-447-9892) Fax: 717-783-0240 Email: cakrchnare@pa.gov CLASSIFICATION GRIEVANCE ONLY In writing to: Mr. Matthew Stine Bureau of Human Resources Chief of Staffing Services 1418 Labor & Industry Bldg., 651 Boas St. Harrisburg, PA 17121 Phone: 717-787-9892
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) CLASSIFICATION GRIEVANCE ONLY In writing to: Ms. Melissa Mullen, Grievance Unit Supervisor 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 With copies of all documentation to:</p> <p style="padding-left: 100px;">a. Your Business Agent</p> <p>Intent to Arbitrate – Send to: John Gasdaska, (Non-classification) or Melissa Mullen, (Classification) by 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.