

# GRIEVANCE STEPS

## UC REFEREES

EFFECTIVE: 03/30/2016

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
1	15 WORKDAYS	15 WORKDAYS	UCBR Program Manager
2	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Randall S. Brandes UC Appeals System Administrator Room 1116 L&I Building 651 Boas Street Harrisburg, PA 17121 Phone: 717-787-5122 Fax: 717-787-6125
3	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Cara Krchnar, Acting Employee 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: cakrchnar@pa.gov
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)
5	AS SOON AS STEP 4 RESPONSE IS RECEIVED  <b>Intent to Arbitrate</b> – Send to: John Gasdaska, from the Business Agent, within 20 working days.		