

GRIEVANCE STEPS
JOB SERVICE CENTERS/CAREERLINKS® / UC OFFICES (NOT UCSC)
 Bureau of Workforce Planning and Operations (BWPO) & Bureau of Workforce
 Development Administration (BWDA)

| STEPS | YOUR TIME LIMIT | MANAGEMENTS TIME LIMIT | FILE WITH |
|--------------|---|-------------------------------|--|
| *1 | 15 WORKDAYS | 15 WORKDAYS | CareerLink® Supervisor/Area Regional Director (ARD)/Union/Section Chief |
| *2 | 15 WORKDAYS | 15 WORKDAYS | In writing to: BWDA Brandy Burnham, Director 1200 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121 |
| | | | In writing to: BWPO Ruben Pachay, Director 1201 Labor & Industry Bldg./651 Boas Street Harrisburg, PA 17121 |
| *3 | 15 WORKDAYS | 15 WORKDAYS | In writing to: Cara Krchnar, HR Anl 5/Labor Relations 1423 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121 |
| | | | CLASSIFICATION GRIEVANCE ONLY In writing to: Nicole Sites, Talent Management Division 1425 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121 |
| 4 | 15 WORKDAYS | 15 WORKDAYS | In writing to: John Gasdaska, Director, Bureau of Labor Relations 404 Finance Building Harrisburg, PA 17120 |
| | | | CLASSIFICATION GRIEVANCE ONLY In writing to: Melissa Mullen Grievance Unit Supervisor Office of Administration Classification/Pay Division 515 Finance Building Harrisburg, PA 17120 |
| 5 | AS SOON AS A STEP 4 RESPONSE IS RECEIVED: Send copies of all documentation to your Business Agent. | | |

***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.