

# GRIEVANCE STEPS

## DEPARTMENT OF HUMAN SERVICES

### NON-CLASSIFICATION

EFFECTIVE: April 10, 2019

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	<b>In writing to:</b> Labor Relations Coordinator or Executive Director
★ 3	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Mr. David Goetz, Chief Dept. of Human Services Division of Labor Relations 1 <sup>st</sup> Floor, Forum Place P.O. Box 2675 Harrisburg, PA 17105-2675 Phone: 717-787-4287 Fax: 717-787-7414 e-mail: <a href="mailto:RA-PWLABORRELATIONS@pa.gov">RA-PWLABORRELATIONS@pa.gov</a>
4	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Edward P. Phillips, Director Bureau of Employee Relations Rm. 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514) Fax: 717-783-0430
5	AS SOON AS STEP 4 RESPONSE IS RECEIVED		<b>With copies of all documentation to:</b> a. Your Business Agent  <b>Intent to Arbitrate</b> – Send to: Edward P. Phillips, Bureau of Employee Relations 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.

# GRIEVANCE STEPS

## DEPARTMENT OF HUMAN SERVICES

### CLASSIFICATION

EFFECTIVE: April 10, 2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
1	15 WORKDAYS	15 WORKDAYS	<p><b>FROM FIELD SITES ONLY:</b>  <b>In writing to:</b>            Ms. Christie Kahler, Chief            Division of Human Resource Field Operations            222 Health &amp; Welfare Bldg.            625 Forster Street            Harrisburg, PA 17120            Phone: 717-783-3385 (network 8-443-3385)            Fax: 717-214-3450</p> <p><b>FROM NON-FIELD SITES:</b>  <b>In writing to:</b>            Traci L. Taylor, Chief            Division of Organization Management &amp; Talent            Acquisition            106 Health &amp; Welfare Bldg.            625 Forster Street            Harrisburg, PA 17120            Phone: 717-783-9302            Fax: 717-772-0739            e-mail: trtaylor@pa.gov</p>
2	15 WORKDAYS	15 WORKDAYS	<p><b>In writing to:</b>            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</p>
3	<p>AS SOON AS STEP 4 RESPONSE IS RECEIVED</p>		<p><b>With copies of all documentation to:</b>            a. Your Business Agent</p> <p><b>Intent to Arbitrate</b> – Send to: Melissa Mullen, Office of Administration from the Business Agent within 20 working days.</p>

# GRIEVANCE STEPS

## OFFICE OF VOCATIONAL REHABILITATION

EFFECTIVE: April 10, 2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	<b>Orally or in writing (your choice) to:</b> District Administrator/Supervisor
2	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Denise Verchimak, Director of Bureau of BVRS 1521 N. 6 <sup>th</sup> Street Harrisburg, PA 17102 Phone: 717-772-3511
★ 3**	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Cara Krchnar, Employment, Banking & Revenue HR Delivery Center Chief, Employee Relations Rm. 1412 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121 Phone: 717-787-9892 Fax: 717-783-0240 Email: ckrchnar@pa.gov <b>CLASSIFICATION GRIEVANCE ONLY</b> <b>In writing to:</b> Nicole Sites Employment, Banking & Revenue HR Delivery Center Chief, Talent Acquisition and Organizational Mgmt. 1418 Labor & Industry Bldg., 651 Boas St. Harrisburg, PA 17121 Phone: 717-787-5790 Fax: 717-783-0240 Email: nsites@pa.gov
	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Edward P. Phillips, Director Bureau of Employee Relations Rm. 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514) <b>CLASSIFICATION GRIEVANCE ONLY</b> <b>In writing to:</b> 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	AS SOON AS STEP 4 RESPONSE IS RECEIVED		<b>With copies of all documentation to:</b> a. Your Business Agent  <b>Intent to Arbitrate</b> – Send to: Edward P. Phillips, (Non-classification) or Melissa Mullen, (Classification) by 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.

**\*\*NOTE:** Classification grievances should be submitted directly to this contact as Step 1 of the Classification Grievance Procedure in accordance with Article 27, Section 1 (Step 1).

## GRIEVANCE STEPS

Bureau of Workforce Planning and Operations (BWPO)/PA CareerLinks & Bureau of  
Workforce Development Administration (BWDA)  
EFFECTIVE: April 10, 2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	CareerLink® Supervisor/Area Regional Director (ARD)/Unit/Section Chief
2	15 WORKDAYS	15 WORKDAYS	<p><b>In writing to:</b> BWDA Dan Kuba, Director 1200 Labor &amp; Industry Bldg. 651 Boas Street Harrisburg, PA 17121</p> <p><b>In writing to:</b> BWPO/PA CareerLink Ruben Pachay, Director 1201 Labor &amp; Industry Bldg./651 Boas Street Harrisburg, PA 17121</p>
★ 3**	15 WORKDAYS	15 WORKDAYS	<p><b>In writing to:</b> Cara Krchnar, Employment, Banking &amp; Revenue HR Delivery Center Chief, Employee Relations 1412 Labor &amp; Industry Bldg. 651 Boas Street Harrisburg, PA 17121 Phone: 717-787-9892 Fax: 717-783-0240 Email: cakrchnar@pa.gov</p> <p><b>CLASSIFICATION GRIEVANCE ONLY</b> <b>In writing to:</b> Nicole Sites Employment, Banking &amp; Revenue HR Delivery Center Chief, Talent Acquisition and Organizational Mgmt. 1418 Labor &amp; Industry Bldg. 651 Boas Street Harrisburg, PA 17121 Phone: 717-787-5790 Fax: 717-783-0240 Email: nsites@pa.gov</p>
4	15 WORKDAYS	15 WORKDAYS	<p><b>In writing to:</b> Edward P. Phillips, Director, Bureau of Employee Relations 404 Finance Building Harrisburg, PA 17120</p> <p><b>CLASSIFICATION GRIEVANCE ONLY</b> <b>In writing to:</b> Melissa Mullen Grievance Unit Supervisor Office of Administration Classification/Pay Division 515 Finance Building Harrisburg, PA 17120</p>
5	<b>AS SOON AS A STEP 4 RESPONSE IS RECEIVED:</b> 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.

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**\*\*NOTE:** Classification grievances should be submitted directly to this contact as Step 1 of the Classification Grievance Procedure in accordance with Article 27, Section 1 (Step 1).

# GRIEVANCE STEPS UC SERVICE CENTERS

EFFECTIVE: April 10, 2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	UC Service Center Site Administrator
2	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Jennifer Walters Office of UC Service Centers 651 Boas Street, 6 <sup>th</sup> Floor L&I Harrisburg, PA 17121 Phone: 717-346-7688 Fax: 717-705-0792
★ 3**	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Cara Krchnar Employment, Banking & Revenue HR Delivery Center Chief, Employee Relations Rm. 1412 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121 Phone: 717-787-9892 Fax: 717-783-0240 Email: ckrchnar@pa.gov <b>CLASSIFICATION GRIEVANCE ONLY</b> <b>In writing to:</b> Nicole Sites Employment, Banking & Revenue HR Delivery Center Chief, Talent Acquisition and Organizational Mgmt. 1418 Labor & Industry Bldg., 651 Boas St. Harrisburg, PA 17121 Phone: 717-787-5790 Fax: 717-783-0240 Email: nsites@pa.gov
4	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Edward P. Phillips, Director Bureau of Employee Relations Rm. 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514)  <b>ARTICLE 27 CLASSIFICATION GRIEVANCE:</b> <b>In writing to:</b> 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	AS SOON AS STEP 4 RESPONSE IS RECEIVED		<b>With copies of all documentation to:</b> a. Your Business Agent  <b>Intent to Arbitrate</b> – Send to Edward P. Phillips, (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.

**\*\*NOTE:** Classification grievances should be submitted directly to this contact as Step 1 of the Classification Grievance Procedure in accordance with Article 27, Section 1 (Step 1).

# GRIEVANCE STEPS BLINDNESS & VISUAL SERVICES

EFFECTIVE: April 10, 2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	Supervisor or Office Head
2	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> [VACANT], Director BVVS 1521 N. 6 <sup>th</sup> Street Harrisburg, PA 17102 Phone: (570) 826-2361 ext. 210
★ 3**	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Cara Krchnar Employment, Banking & Revenue HR Delivery Center Chief, Employee Relations Rm. 1412 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121 Phone: 717-787-9892 Fax: 717-783-0240 Email: cakrchnar@pa.gov <b>CLASSIFICATION GRIEVANCE ONLY</b> <b>In writing to:</b> Nicole Sites Employment, Banking & Revenue HR Delivery Center Chief, Talent Acquisition and Organizational Mgmt. 1418 Labor & Industry Bldg., 651 Boas St. Harrisburg, PA 17121 Phone: 717-787-5790 Fax: 717-783-0240 Email: nsites@pa.gov
4	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Edward P. Phillips, Director Bureau of Employee Relations Rm. 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514) Fax: 717-783-0430 <b>ARTICLE 27 CLASSIFICATION GRIEVANCE:</b> <b>In writing to:</b> 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	AS SOON AS STEP 4 RESPONSE IS RECEIVED		<b>With copies of all documentation to:</b> a. Your Business Agent  <b>Intent to Arbitrate</b> – Send to: Employee Relations, (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.

**\*\*NOTE:** Classification grievances should be submitted directly to this contact as Step 1 of the Classification Grievance Procedure in accordance with Article 27, Section 1 (Step 1).

# GRIEVANCE STEPS

## BUREAU OF DISABILITY DETERMINATION

EFFECTIVE: April 10, 2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	BDD Site Administrator
2	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Steve Rollins, Administrator 901 N. 7 <sup>th</sup> Street, Rear Harrisburg, PA 17102 Phone: 717-425-7900
★ 3**	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Cara Krchnar Employment, Banking & Revenue HR Delivery Center Chief, Employee Relations Rm. 1412 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121 Phone: 717-787-9892 Fax: 717-783-0240 Email: cakrchnar@pa.gov CLASSIFICATION GRIEVANCE ONLY <b>In writing to:</b> Nicole Sites Employment, Banking & Revenue HR Service Center Chief, Talent Acquisition & Organizational Mgmt. 1418 Labor & Industry Bldg., 651 Boas St. Harrisburg, PA 17121 Phone: 717-787-5790 Fax: 717-783-0240
4	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Edward P. Phillips, Director Bureau of Employee Relations Rm. 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514) Fax: 717-783-0430 ARTICLE 27 CLASSIFICATION GRIEVANCE: <b>In writing to:</b> 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	AS SOON AS STEP 4 RESPONSE IS RECEIVED		<b>With copies of all documentation to:</b> a. Your Business Agent

	<b>Intent to Arbitrate</b> – Send to: Edward P. Phillips, (Non-classification) or Melissa Mullen, (Classification) from the Business Agent within 20 working days.
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★**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.

\*\***NOTE:** Classification grievances should be submitted directly to this contact as Step 1 of the Classification Grievance Procedure in accordance with Article 27, Section 1 (Step 1).

# GRIEVANCE STEPS UC REFEREES

EFFECTIVE: April 10, 2019

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 Employment, Banking & Revenue HR Delivery Center Chief, Employee Relations Rm. 1412 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121 Phone: 717-787-5790 Fax: 717-783-0240 Email: cakrchnar@pa.gov
4	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Edward P. Phillips, 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: Edward P. Phillips, from the Business Agent, within 20 working days.		
			<b>With copies of all documentation to:</b> a. Your Business Agent

# GRIEVANCE STEPS

## DEPARTMENT OF CORRECTIONS

EFFECTIVE: April 10, 2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	<b>Orally or in writing (your choice) to:</b> Immediate Supervisor (Health & Safety – SEE NOTES)
2	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Your institution's superintendent or designee.
★ 3**	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Melissa Kracher Chief of Employee Relations Department of Corrections 1920 Technology Parkway Mechanicsburg, PA 17050 Email: mkracher@pa.gov Phone: 717-728-5326 Fax: 717-728-0304 CLASSIFICATION GRIEVANCES ONLY <b>In writing to:</b> Kit Parks Director, Talent Management Public Safety HR Delivery Center 1920 Technology Parkway Mechanicsburg, PA 17050 Phone: 717-728-5352 Email: kparks@pa.gov
4	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Edward P. Phillips, Director Bureau of Employee Relations 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514)  CLASSIFICATION GRIEVANCE ONLY <b>In writing to:</b> 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		<b>With copies of all documentation to:</b> a. Your Business Agent

	<b>Intent to Arbitrate</b> – Send to: Edward P. Phillips, (Non-classification) or Melissa Mullen, (Classification) by Business Agent within 20 working days.
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★**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. **\*\*NOTE:** Classification grievances should be submitted directly to this contact as Step 1 of the Classification Grievance Procedure in accordance with Article 27, Section 1 (Step 1).

# GRIEVANCE STEPS

## DEPARTMENT OF MILITARY & VETERANS AFFAIRS

EFFECTIVE: April 10, 2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	Grievant's Supervisor (Can be filed directly to Kim Kreiser in Accordance with Step 3)
2	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Facility Head/Personnel Office (Can be filed directly to Kim Kreiser in Accordance with Step 3)
★ 3	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Kim Kreiser Division Chief, Employee Relations and Safety Edward Martin Hall, Building 0-47 Fort Indiantown Gap Annville, PA 17003 Phone: 717-861-6496
3**	CLASSIFICATION		Ray Bishop (same address as above) Phone: 717-861-8838
4	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Edward P. Phillips, Director Bureau of Employee Relations Rm. 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514) Fax: 717-783-0430 <b>ARTICLE 27 CLASSIFICATION GRIEVANCE:</b> <b>In writing to:</b> 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		<b>With copies of all documentation to:</b> a. Your Business Agent  <b>Intent to Arbitrate</b> – Send to: Edward P. Phillips, (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.

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# GRIEVANCE STEPS

## OFFICE OF INSPECTOR GENERAL

EFFECTIVE: April 10, 2019

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	<b>In writing to:</b> Labor Relations Coordinator or Bureau Director for Region
★ 3**	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Matthew Updegrave, Chief, Division of Employee Relations General Government Delivery Center 508B Finance Building Harrisburg, PA 17120 Phone: 717-783-5446
4	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Edward P. Phillips, Director Bureau of Employee Relations Rm. 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514) Fax: 717-783-0430 <b>ARTICLE 27 CLASSIFICATION GRIEVANCE:</b> <b>In writing to:</b> 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		<b>With copies of all documentation to:</b> a. Your Business Agent  <b>Intent to Arbitrate</b> – Send to: Edward P. Phillips, (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.

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# GRIEVANCE STEPS PHRC

EFFECTIVE: April 10, 2019

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	<b>In writing to:</b> Regional Director
★ 3**	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Chad Dion Lassiter, Executive Director PA Human Relations Commission Pennsylvania Place Suite #300 301 Chestnut Street Harrisburg, PA 17101 Phone: 717-787-4412 (network 8-447-4412)
4	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Edward P. Phillips, Director Bureau of Employee Relations Rm. 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514) Fax: 717-783-0430 <b>ARTICLE 27 CLASSIFICATION GRIEVANCE:</b> <b>In writing to:</b> 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		<b>With copies of all documentation to:</b> a. Your Business Agent  <b>Intent to Arbitrate</b> – Send to Edward P. Phillips, (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.

\*\*NOTE: Classification grievances should be submitted directly to this contact as Step 1 of the Classification Grievance Procedure in accordance with Article 27, Section 1 (Step 1).



# GRIEVANCE STEPS

## STATE SYSTEM OF HIGHER EDUCATION

EFFECTIVE: 4-8-2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
1	15 WORKDAYS	15 WORKDAYS	Grievant's Immediate Supervisor
2	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> University Human Resources Director
3	15 WORKDAYS	15 WORKDAYS	<b>Step 2 and 3 are handled at the University Level. This does not extend timelines to 30 days.</b>
4	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Brian Mbuu, Assistant Vice Chancellor for Labor Relations Pennsylvania State System of Higher Education Dixon University Center 2986 North Second Street Harrisburg, PA 17110 Phone: 717-720-4175
5	<p>AS SOON AS STEP 4 RESPONSE IS RECEIVED</p> <p><b>With copies of all documentation to:</b> a. Your Business Agent</p> <p><b>Intent to Arbitrate</b> – Send to: Brian Mbuu from the Business Agent within 20 working days.</p>		