

GRIEVANCE STEPS

DEPARTMENT OF HUMAN SERVICES

NON-CLASSIFICATION

EFFECTIVE: October 31,2019

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	In writing to: Labor Relations Coordinator or Executive Director
★ 3	15 WORKDAYS	15 WORKDAYS	In writing to: Mr. David Goetz, Chief Dept. of Human Services Division of Labor Relations 1 st Floor, Forum Place P.O. Box 2675 Harrisburg, PA 17105-2675 Phone: 717-787-4287 Fax: 717-787-7414 Email: RA-PWLABORRELATIONS@pa.gov
4	15 WORKDAYS	15 WORKDAYS	In writing to: 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 Email: RA-OABER-GRIEVACE@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: Ed 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: October 31, 2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
1	15 WORKDAYS	15 WORKDAYS	<p>FROM FIELD SITES ONLY: In writing to: Ms. Christie Kahler, Chief Division of Human Resource Filed Operations 222 Health & Welfare Bldg. 625 Forster Street Harrisburg, PA 17120 Phone: 717-783-3385 (network 8-443-3385) Fax: 717-214-3450</p> <p>FROM NON-FIELD SITES ONLY: In writing to: Traci L. Taylor, Chief Division of Organization Management & Talent Acquisition 106 Health & Welfare Bldg. 625 Forster Street Harrisburg, PA 17120 Phone: 717-783-7302 Fax: 717-772-0739 Email: trtaylor@pa.gov</p>
2	15 WORKDAYS	15 WORKDAYS	<p>In writing to: Ms. Cynthia Rowe, 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: crowe@pa.gov</p>
3	<p>AS SOON AS STEP 4 RESPONSE IS RECEIVED</p> <p>Intent to Arbitrate – Send to: Cynthia Rowe, Office of Administration from the Business Agent within 20 working days.</p>		<p>With copies of all documentation to:</p> <p>a. Your Business Agent</p>

GRIEVANCE STEPS

OFFICE OF VOCATIONAL REHABILITATION

EFFECTIVE: October 31,2019

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, Employment, Banking & Revenue HR Delivery Center Chief, Employee Relations Coordinator 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 In writing to: Ms. Nicole Sites Employment, Banking & Revenue HR Delivery Center Chief of Talent Acquisition and Organization 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	<p>In writing to: 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 Email: RA-OABER-GRIEVANCE@pa.gov</p> <p>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</p>
5	AS SOON AS STEP 4 RESPONSE IS RECEIVED		<p>With copies of all documentation to: a. Your Business Agent</p> <p>Intent to Arbitrate – Send to: Edward P. Phillips, (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.
- ★★**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 (Step1).

GRIEVANCE STEPS

DEPARTMENT OF CORRECTIONS

EFFECTIVE: October 31, 2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	Orally or in writing (your choice) to: Immediate Supervisor (Health & Safety – SEE NOTES)
2	15 WORKDAYS	15 WORKDAYS	In writing to: Your institution's superintendent or designee.
★ 3 ★★	15 WORKDAYS	15 WORKDAYS	In writing to: PY, PSDC DOC/PBPP Labor Relations Email ra-pypsdcdocpplr@pa.gov CLASSIFICATION GRIEVANCES ONLY In writing to: PY, PSDC DOC/PBPP Labor Relations Email ra-pypsdcdocpplr@pa.gov
4	15 WORKDAYS	15 WORKDAYS	In writing to: Edward P. Phillips, Director Bureau of Employee Relations Rm. 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514) Email: RA-OABER-GRIEVANCE@pa.gov CLASSIFICATION GRIEVANCE ONLY 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	<p>AS SOON AS STEP 4 RESPONSE IS RECEIVED</p> <p>Intent to Arbitrate – Send to: Edward P. Phillips, (Non-classification) or Melissa Mullen, (Classification) by Business Agent within 20 working days.</p>	<p>With copies of all documentation to:</p> <p>a. Your Business Agent</p>
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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 (Step1).

GRIEVANCE STEPS

Bureau of Workforce Planning and Operations (BWPO)/PA
 CareerLinks & Bureau of Workforce Development
 Administration (BWDA)
 EFFECTIVE: October 31,2019

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	In writing to: BWDA Dan Kuba, Director 1200 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121
			In writing to: BWPO/PA CareerLink Ruben Pachay, Director 1201 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121
★ 3 ★★	15 WORKDAYS	15 WORKDAYS	In writing to: Cara Krchnar, Employment, Banking & Revenue HR Delivery Center Chief, Employee Relations 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 In writing to: Nicole Sites, Chief, Employment, Banking & Revenue HR Delivery Center Chief, Talent Acquisition and Organizational Mgmt. 1418 Labor & Industry Bldg. 651 Boas Street Harrisburg, PA 17121 Phone: 717-787-5790 Fax: 717-783-0240 nsities@pa.gov

4	15 WORKDAYS	15 WORKDAYS	<p>In writing to: 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 Email: RA-OABER-GRIEVANCE@pa.gov</p> <p>CLASSIFICATION GRIEVANCE ONLY In writing to: Melissa Mullen Grievance Unit Supervisor Office of Administration Classification/Pay Division 515 Finance Building Harrisburg, PA 17120</p>
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.
- ★★**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 (Step1).

GRIEVANCE STEPS UC SERVICE CENTERS

EFFECTIVE: October 31,2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	UC Service Center Site Administrator
2	15 WORKDAYS	15 WORKDAYS	In writing to: Jennifer Walters Office of UC Service Centers 651 Boas Street, 6 th Floor L&I Harrisburg, PA 17121 Phone: 717-346-7688 Fax: 717-705-0792
★ 3 ★★	15 WORKDAYS	15 WORKDAYS	In writing to: Cara Krchnar, Employment, Banking & Revenue HR Delivery Center Chief, Employee 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 In writing to: Ms. 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	<p>In writing to: 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 Email: RA-OABER-GRIEVANCE@pa.gov</p> <p>ARTICLE 27 CLASSIFICATION GRIEVANCE: 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</p>
5	AS SOON AS STEP 4 RESPONSE IS RECEIVED		<p>With copies of all documentation to: a. Your Business Agent</p> <p>Intent to Arbitrate – Send to Edward P. Phillips, (Non-classification) or Melissa Mullen, (Classification) from the 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.

★★**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 (Step1).

GRIEVANCE STEPS

OFFICE OF INSPECTOR GENERAL

EFFECTIVE: October 31, 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	In writing to: Labor Relations Coordinator or Bureau Director for Region
★ 3 ★★	15 WORKDAYS	15 WORKDAYS	In writing to: Matthew Updegrove, Chief Division of Employee Relations General Government Delivery Center 508B Finance Building Harrisburg, PA 17120 Phone: 717-783-5446
4	15 WORKDAYS	15 WORKDAYS	In writing to: 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 Email: RA-OABER-GRIEVANCE@pa.gov 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: 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 (Step1).

GRIEVANCE STEPS PHRC

EFFECTIVE: October 31,2019

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	In writing to: Regional Director
★ 3 ★★	15 WORKDAYS	15 WORKDAYS	In writing to: 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	In writing to: 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 Email: RA-OABER-GRIEVANCE@pa.gov 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	<p>AS SOON AS STEP 4 RESPONSE IS RECEIVED</p> <p>With copies of all documentation to:</p> <p>a. Your Business Agent</p> <p>Intent to Arbitrate – Send to Jane Baldo, (Non-classification) or Melissa Mullen, (Classification) from the Business Agent within 20 working days.</p>
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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 (Step1).

GRIEVANCE STEPS BLINDNESS & VISUAL SERVICES

EFFECTIVE: October 31,2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	Supervisor or Office Head
2	15 WORKDAYS	15 WORKDAYS	In writing to: VACANT , Director BVS 1521 N. 6 th Street Harrisburg, PA 17102 Phone: 570 826-2361 ext. 210
★ 3 ★★	15 WORKDAYS	15 WORKDAYS	In writing to: 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 In writing to: Ms. 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

<p style="text-align: center;">4</p>	<p style="text-align: center;">15 WORKDAYS</p>	<p style="text-align: center;">15 WORKDAYS</p>	<p>In writing to: 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 Email: RA-OABER-GRIEVANCE@pa.gov</p> <p>ARTICLE 27 CLASSIFICATION GRIEVANCE: 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</p>
<p style="text-align: center;">5</p>	<p>AS SOON AS STEP 4 RESPONSE IS RECEIVED</p>		<p>With copies of all documentation to: a. Your Business Agent</p> <p>Intent to Arbitrate – Send to: Employee Relations, (Non-Classification) or Melissa Mullen, (Classification) from the 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.
- ★★**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 (Step1).

GRIEVANCE STEPS

DEPARTMENT OF MILITARY & VETERANS AFFAIRS

EFFECTIVE: October 31,2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	Grievant's Supervisor
2	15 WORKDAYS	15 WORKDAYS	In writing to: Facility Head/Personnel Office
★ 3	15 WORKDAYS	15 WORKDAYS	In writing to: Kim Kreiser Labor Relations Coordinator 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	In writing to: 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 Email: RA-OABER-GRIEVANCE@pa.gov 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	<p>AS SOON AS STEP 4 RESPONSE IS RECEIVED</p> <p>With copies of all documentation to: a. Your Business Agent</p> <p>Intent to Arbitrate – Send to: Edward Phillips, (Non-classification) or Melissa Mullen, (Classification) from the Business Agent within 20 working days.</p>
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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 (Step1).

GRIEVANCE STEPS

BUREAU OF DISABILITY DETERMINATION

EFFECTIVE: October 31,2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	BDD Site Administrator
2	15 WORKDAYS	15 WORKDAYS	In writing to: Steve Rollins, Administrator 901 N. 7 th Street, Rear Harrisburg, PA 17104 Phone: 717-425-7900
★ 3 ★★	15 WORKDAYS	15 WORKDAYS	In writing to: 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 In writing to: Ms. 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	<p>In writing to: 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 Email: RA-OABER-GRIEVANCE@pa.gov</p> <p>ARTICLE 27 CLASSIFICATION GRIEVANCE: 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</p>
5	AS SOON AS STEP 4 RESPONSE IS RECEIVED		<p>With copies of all documentation to: a. Your Business Agent</p> <p>Intent to Arbitrate – Send to: Edward P. Phillips, (Non-classification) or Melissa Mullen, (Classification) from the 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.
- ★★**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 (Step1).

GRIEVANCE STEPS

STATE SYSTEM OF HIGHER EDUCATION

EFFECTIVE: October 31, 2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
1	15 WORKDAYS	15 WORKDAYS	Grievant's Immediate Supervisor
2	15 WORKDAYS	15 WORKDAYS	In writing to: University President
3	15 WORKDAYS	15 WORKDAYS	In writing to: Lisa Sanno, Director of Labor Relations Pennsylvania State System of Higher Education Dixon University Center 2986 North Second Street Harrisburg, PA 17110 Phone: 717-720-4157
4	15 WORKDAYS	15 WORKDAYS	In writing to: Lisa Sanno, Director of Labor Relations Pennsylvania State System of Higher Education Dixon University Center 2986 North Second Street Harrisburg, PA 17110 Phone: 717-720-4157
5	<p>AS SOON AS STEP 4 RESPONSE IS RECEIVED</p> <p>Intent to Arbitrate – Send to: Lisa Sanno from the Business Agent within 20 working days.</p>		
			<p>With copies of all documentation to:</p> <p>a. Your Business Agent</p>

GRIEVANCE STEPS UC REFEREES

EFFECTIVE: October 31,2019

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
1	15 WORKDAYS	15 WORKDAYS	UCBR Program Manager
2	15 WORKDAYS	15 WORKDAYS	In writing to: 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	In writing to: 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	In writing to: 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 Email: RA-OABER-GRIEVANCE@pa.gov
5	<p>AS SOON AS STEP 4 RESPONSE IS RECEIVED</p> <p>Intent to Arbitrate – Send to: Edward Phillips, from the Business Agent, within 20 working days.</p>		
			<p>With copies of all documentation to:</p> <p>a. Your Business Agent</p>