

# GRIEVANCE STEPS

## BUREAU OF DISABILITY DETERMINATION

EFFECTIVE 2/16/06

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: Howard Thorkelson, Administrator 1171 S. Cameron Street Harrisburg, PA 17120 Phone: 717-783-3620
★ 3	15 WORKDAYS	15 WORKDAYS	In writing to: William J. Mullin, Labor Relations Coordinator Rm. 1402 Labor & Industry Bldg. 7 <sup>th</sup> & Forster Streets Harrisburg, PA 17120 Phone: 717-787-9892 (network 8-447-9892)  CLASSIFICATION GRIEVANCE ONLY In writing to: Mr. Jim Wildeman - Bureau of Human Resources Chief of Staffing Services 1445 Labor & Industry Bldg. Harrisburg, PA 17120 Phone: 717-787-9892
4	15 WORKDAYS	15 WORKDAYS	In writing to: Donald O. Adams, Director Bureau of Labor Relations Rm. 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514)  ARTICLE 27 CLASSIFICATION GRIEVANCE: In writing to: Mr. Ronald L. Abers, Chief Bureau of Personnel Classification Grievance Unit 515 Finance Building Harrisburg, PA 17120 Phone: 717-705-5586 (network 8-445-5586)
5	AS SOON AS STEP 4 RESPONSE IS RECEIVED		With copies of all documentation to: a. Your Business Agent  Intent to Arbitrate – Send to Donald O. Adams, (Non-classification) or Ronald L. Abers (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.