

GRIEVANCE STEPS

DEPARTMENT OF CORRECTIONS

EFFECTIVE 6/26/07

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: Mr. Ty Stanton Chief of Labor Relations Department of Corrections P.O. Box 598 Camp Hill, PA 17001-0598 Phone: 717-975-4871 (network 8-442-4861)
4	15 WORKDAYS	15 WORKDAYS	In writing to: Donald O. Adams, Director Bureau of Labor Relations 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514) CLASSIFICATION GRIEVANCE ONLY 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) 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.