

GRIEVANCE STEPS

DEPARTMENT OF PUBLIC WELFARE

CLASSIFICATION

EFFECTIVE 2/16/06

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
1	15 WORKDAYS	15 WORKDAYS	Grievant's immediate Supervisor or Office Head retroactivity to date grievance filed in writing for permanent assignment.
2	15 WORKDAYS	15 WORKDAYS	In writing to: Labor Relations Coordinator or Executive Director
3	15 WORKDAYS	15 WORKDAYS	In writing to: Mr. Edward Petrovay, Chief Classification/Pay Division 116 Health & Welfare Bldg. Harrisburg, PA 17105-2675 Phone: 717-783-9330 (network 8-443-9335)
4	15 WORKDAYS	15 WORKDAYS	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 Ronald L. Abers, Office of Administration from the Business Agent within 20 working days.		