

# GRIEVANCE STEPS

## DEPARTMENT OF PUBLIC WELFARE

### NON-CLASSIFICATION

EFFECTIVE 5/1/07

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. Robert Novotny, Chief Dept. of Public Welfare Division of Labor Relations 1 <sup>st</sup> Floor, Bertolino Building P.O. Box 2675 Harrisburg, PA 17105-2675 Phone: 717-783-1103 (network 8-443-1103) FAX: 717-787-7414
4	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Donald O. Adams, 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>With copies of all documentation to:</b> a. Your Business Agent
	<b>Intent to Arbitrate</b> – Send to Donald O. Adams, Bureau of Labor 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.