

GRIEVANCE STEPS

DEPARTMENT OF MILITARY & VETERANS AFFAIRS

EFFECTIVE 3/7/06

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: Sherry Norris Labor Relations Coordinator Building P-0-47 Fort Indiantown Gap Annville, PA 17003-5002 Phone: 717-861-8320
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.