

GRIEVANCE STEPS

OFFICE OF VOCATIONAL REHABILITATION

EFFECTIVE 8/8/06

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	Orally or in writing (your choice) to: District Administrator/Supervisor
2	15 WORKDAYS	15 WORKDAYS	In writing to: Bill Gannon, Director of Operations 1521 N. 6 th Street Harrisburg, PA 17102 Phone: 717-787-5244 (network 8-447-9892)
★ 3	15 WORKDAYS	15 WORKDAYS	In writing to: William J. Mullin, Labor Relations Coordinator Dept. of Labor & Industry Rm. 1402 Labor & Industry Bldg. 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) 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 a 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.