

# GRIEVANCE STEPS UC SERVICE CENTERS

EFFECTIVE 3/6/07

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	UC Service Center Site Administrator
2	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Beverly Evans Office of UC Service Centers 7 <sup>th</sup> & Forster Streets, Room 625 Harrisburg, PA 17120 Phone: 717-705-6459 Fax: 717-705-0792
★ 3	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> William J. Mullin, Labor Relations Coordinator Rm. 1402 Labor & Industry Bldg. 7 <sup>th</sup> & Forster Streets Harrisburg, PA 17120 Phone: 717-787-9892 (network 8-447-9892)
			<b>CLASSIFICATION GRIEVANCE ONLY</b> <b>In writing to:</b> 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	<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)
			<b>ARTICLE 27 CLASSIFICATION GRIEVANCE:</b> <b>In writing to:</b> 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	<b>AS SOON AS STEP 4 RESPONSE IS RECEIVED</b>		<b>With copies of all documentation to:</b> a. Your Business Agent
	<b>Intent to Arbitrate</b> – 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.