

STEPS TO FOLLOW TO FILE A CONTRACT INTERPRETATION GRIEVANCE

Within 15 calendar days of an alleged violation of the contract, or within 15 calendar days of when you became aware of an alleged violation of the contract, you must follow these steps in order to file a grievance:

1. Obtain a Grievance Number. You can obtain this by contacting your Staff Services Section Commander (Bureau of Human Resources, Labor Relations Division- if assigned to Department Headquarters or a Bureau). You may be requested to provide some preliminary information, such as the article of the Collective Bargaining Agreement that was allegedly violated.
2. Prepare a Grievance Form. The form can be obtained at http://www.psta.org/images/GRIEVANCE_FORM.doc, or by contacting your PSTA lodge president or station representative. Instructions on how to complete the form can be obtained at <http://www.psta.org/pstaforms.html>.
3. Attach all necessary correspondence to the Grievance Form. The grievant should attach all correspondence deemed important for the Grievance Board to review in order to consider your grievance (i.e. Specialized Position Postings, Personnel Orders, Weekly Duty Rosters, etc.). Note: Correspondence submitted by any grievant may be furnished to the Department. If a grievant wishes any correspondence to remain confidential, he should address that correspondence to the Grievance Board only, or mark it confidential.
4. Prepare a Grievance Summary Form. The form can be obtained at http://www.psta.org/images/GRIEVANCE_SUMMARY_FORM.doc or by contacting your PSTA lodge president or station representative. Instructions on how to complete the form can be obtained at http://www.psta.org/images/INSTRUCTIONS_FOR_COMPLETING_A_GRIEVANCE_SUMMARY_FORM.doc.
5. Provide the completed grievance form to your Troop Commander/Bureau Director within the fifteen (15) calendar day time period. Failure to comply with the fifteen (15) day time limit will result in your grievance being denied.
6. Send a copy of the Grievance Form, the Grievance Summary Form and all necessary correspondence described in paragraph 3 above to: **PSTA Office, 3625 Vartan Way, Harrisburg, PA 17110-9439.**

7. Within ten (10) calendar days, the Troop Commander/Bureau Director will conduct a hearing and provide a written response to your grievance, indicating that it is either affirmed or denied.

You may appeal the Step One decision to Step 2. To appeal to Step Two, you must complete the following steps within five (5) calendar days of receipt of the Troop Commander/Bureau Director Step One response:

8. Send the completed Grievance Form, along with the written Step One decision to: **Grievance Coordinator, Bureau of Labor Relations, 404 Finance Building, Harrisburg, PA 17120-0018.** Indicate on the Grievance Form that you are appealing the Step One Decision. The completed grievance form must be postmarked or hand delivered within five (5) calendar days of the date you received the written Step One response. Failure to comply with the five (5) day time limit will result in your grievance being denied.
9. Send the completed Grievance Form, along with the written Step One decision to: **PSTA Office, 3625 Vartan Way, Harrisburg, PA 17110-9439.** Indicate on the Grievance Form that you are appealing the Step One Decision.