

STEPS TO FOLLOW TO FILE A GRIEVANCE DUE TO DENIAL OR TERMINATION OF HEART & LUNG ACT BENEFITS

Within 15 calendar days of receiving any notice of denial or termination of Heart & Lung Act benefits, 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. 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.
4. Send the completed Grievance Form to: **Grievance Coordinator, Bureau of Labor Relations, 404 Finance Building, Harrisburg, PA 17120-0018**. The completed grievance form must be postmarked or hand delivered within fifteen (15) calendar days of the date you received the notice of denial or termination of Heart & Lung Act benefits. Failure to comply with the fifteen (15) day time limit will result in your grievance being denied.
5. Send a copy of the Grievance Form and the Grievance Summary Form to: **PSTA Office, 3625 Vartan Way, Harrisburg, PA 17110-9439**. Additionally, the grievant should include a copy of all medical reports pertaining to the injury or condition. The grievant may also include correspondence, directed to the Grievance Board, including any other information the grievant would like the board to consider in processing the grievance. 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.