

MDOC Transportation Grievance Process

Step 1

- Grievant obtains grievance number from MDOC Central Office, Jennifer Keller (517) 373-6387.
- The Step 1 designee for CFO CTOs is the Operations Division Administrator. Grievances may be filed directly by the CTO, or the facility human resources office will assist the CTOs by faxing grievances to the Operations Division.
- Please include with your grievance any appropriate documentation (paperwork if accessible, staff schedule, OEL, dates, groups, end of the quarter date and anything relevant to the issue) to:

ATTN: Transportation Manager, Michael Whitford
Michigan Department of Corrections
Grandview Plaza
P. O. Box 30003
Lansing, MI 48909
Cell # (517) 243-6745 Fax # (517) 373-3882

Grievance answers will be sent to:

Grievant
Designated Chapter Union Representative
MCO Central Office

Step 2

- Grievant needs to file through **MCO Central Office**, ATTN: **Lori Iding**
Mail to: MCO or Fax: 517-485-3319
(DO NOT SEND DIRECTLY TO MDOC LABOR RELATIONS)
Please include all information listed (Step 1 documentation and the Step 1 response). Labor Relations will send a response to: Grievant, Personnel and MCO.