

# MDOC Transportation Grievance Process

## Step 1

- Grievant obtains grievance number from MDOC Central Office, Amy Fisher (517) 373-6387.
- The Step 1 designee for CFA 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. *(Email Michael Whitford at [WhitfordM@michigan.gov](mailto:WhitfordM@michigan.gov) requesting confirmation that the grievance has been received.)*
- 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: **Stephanie Short**  
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.*