

MDOC Transportation Grievance Process

Step 1

- Grievant will obtain a grievance number from the HR office of the **facility** that they are assigned to (process level).
- Grievances may be filed directly by the CTO, by mailing 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) 241-9063

- Or faxing grievances to (517) 241-9063, attention Michael Whitford, Operations Division Administrator. 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).

(If you would like confirmation that your grievance has been received you may email Michael Whitford at WhifordM@michigan.gov)

Grievance Step 1 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
421 W. Kalamazoo Street
Lansing, MI 48933 or Fax: (517) 485-3319 for processing.

(DO NOT SEND DIRECTLY TO MDOC LABOR RELATIONS)
Include all information listed (Step1 documentation and the Step 1 response).

Labor Relations will send a Step 2 answer to:

Grievant
Personnel
MCO