

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 emailing to:

Doug Krause
kraused@michigan.gov
Phone # (231) 723-8272

- 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).

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