

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:

Melissa Sandborn
sandbornM@michigan.gov
Phone # (517) 335-0278

- 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
4225 Okemos Road
Okemos, MI 48864 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 Central Office