

ARTICLE 27 CLASSIFICATION GRIEVANCE

EFFECTIVE JANUARY 1, 2020

Steps to file an Article 27 Grievance

Step 1

DETERMINE IF THE GREIVANCE WILL BE FILED UNDER SECTION 1 PERMANENT RECLASSIFICATION OR SECTION 3 TEMPORARY WORK OUT OF CLASS

DEFINITIONS

Section 1 Permanent Reclassification : An assignment which causes a significant change in permanent job duties or job content.

Section 3 TWOC : Being temporarily assigned to perform in general the duties and responsibilities of a position in a higher rated classification that are separate & distinct from those of their own position. The assignment lasts for five full cumulative days in a calendar quarter.

Step 2

***CONTACT THE MRC AT 1-800-523-7263 TO START THE POCCESS
AND SUBMIT PROPER DOCUMENTATION***

Step 3

***COLLECT DOCUMENTATION
PERTAINING TO GRIEVANCE AND
FORWARD TO THE MRC. PLEASE SEE
THE ARTICLE 27 CHECKLIST FOR A
COMPLETE LIST OF WHAT MUST BE
SUBMITTED.***

Step 4

***SEND ALL DOCUMETATION TO THE EMAIL
ADDRESS ON THE BACK OR TO COUNCIL
13 VIA US MAIL. A COMPELTED
GRIEVANCE FORM AND FACT SHEET MUST
BE SUBMITTED TO GET A NUMBER***

Step 5

MRC FILES THE GRIEVANCE

Step 6

***GRIEVANT WILL BE CONTACTED BY GRIEVANCE
DEPARTMENT***

NEW ARTICLE 27 PROCESS

TIMEFRAMES AND FILING

HOW TO DETERMINE HIGHER LEVEL WORK

FOR ALL JOBS UNDER THE GOVERNORS JURISDICTON GRIEVANT SHOULD REVIEW THE JOB SPECIFICATIONS. JOB SPECIFICATIONS CAN BE FOUND AT:

www.Jobclass.state.pa.us

Things that can not be considered in classification volume of work, length of service, or performance evaluations.

TIMEFRAME

SECTION 1 PERMANENT:

- 1. ASSIGNMENT OF HIGHER LEVEL DUTIES WHERE THERE IS A SUBSTANTIAL CHANGE IN DUTIES.**
- 2. NOT COMPENSATED IN NEXT PAYCHECK FOR HIGHER LEVEL WORK.**
- 3. FILE GRIEVANCE**

TIMEFRAME

SECTION 3 TWOC:

- 1. MEET THRESHOLD REQUIREMENT OF 5 FULL CUMULATIVE DAYS IN QUARTER**
- 2. NOT COMPENSATED IN NEXT PAYCHECK FOR HIGHER LEVEL WORK**
- 3. 15 DAYS FROM THAT DATE TO FILE GRIEVANCE**

EMAIL ADDRESS TO SUBMIT PAPERWORK:

MRC@AFSCME13.ORG

MRC PHONE NUMBER: 1-800-523-7263

AFSCME COUNCIL 13

ATTN: MRC

**4031 EXECUTIVE PARK DRIVE
HARRISBURG, PA 17111**