

Local 391 Grievance Procedure Reference

Contractual Grievances

Step 1 - *File within 15 days of the violation to: Your Warden

* (NOTE: If past 15 days refer to NP-4 Contract)

Step 2 - File no later than 15 days after you filed to Step 1 to:
DOC Commissioner

Step 3 - File no later than 26 days after you filed to Step 2 to:
Office of Labor Relation (OPM/OLR)

**Note: If a hearing is not held or if an answer is not received
within Contractual time limits (Art. 13) then File to next Step.**

At EACH Step be sure to mail a copy to June @ the Office

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Discipline Grievances

**Step 3-File Grievance & Discipline letter directly to:
Office of Labor Relations (OPM/OLR)**

**OPM/OLR
450 Capitol Ave.; MS53OLR; Hartford, CT 06106-1308**

Be sure to also mail copies of the Grievance and
the Discipline letter as well as any supporting
paperwork to June @ Office at same time.