

## PECO Grievance Process

Grievance Step No.	WHO is responsible	What	When	To Whom
Step 1	Employee and / or Steward	Discussion with Employee's Supervisor about alleged violation	Within 30 calendar days of the event or when employee and or steward should have known of the event	Employee's Supervisor
	Employee and / or Steward	Step 1 Grievance form filed. Completely filled out and signed by employee, steward and supervisor.	Within 10 calendar days of the above discussion	Employee's Supervisor and Labor Relations, LR Grievance Mailbox, and LU 614 office
	Employee's Supervisor	Written response to Step 1 grievance	Within 10 calendar days of filing	Steward and Labor Relations Grievance Mailbox
Step 2	Steward	Step 2 grievance filed	Within 15 calendar days of receiving written Step 1 response	LR/HR, LR Grievance Mailbox, and LU 614 office
	Designated HR rep and Grievance Committee of LU 614 (3 max)	Step 2 Grievance meeting	Within 10 calendar days of step 2 filing	N/A
	Designated HR Rep	Written response to Step 2 meeting	Within 10 calendar days of Step 2 meeting	LR Grievance Mailbox, Steward and LU 614 Grievance Coordinator
Step 3	LU 614 Grievance Coordinator	Written notification that grievance is advancing to 3rd Step	Within 15 calendar days of written step 2 response	Labor Relations and LR Grievance Mailbox
	A Co. VP or designee & LR Rep and Grievance Committee for LU 614 (3 max. including B/M). Also IBEW International Rep may be present.	Step 3 Grievance meeting	Within 30 calendar days of above written notification	N/A
	Labor Relations Rep	Written response to step 3 meeting	Within 10 calendar days of Step 3 meeting	LU 614 Business Manager, & LR Grievance Mailbox

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