

DOCUMENT ROUTING PROCEDURES OF PPD DOCUMENTS

TYPE OF DOCUMENT (RECORD)	LOCATION OF DOCUMENT	ACCESS TO FILE	PROCEDURE/RESPONSIBILITY FOR ROUTING DOCUMENT
GRIEVANCES	Grievance File Associate Director Desk File	Director Associate Director Manager/Supervisor PPD H R Staff	<ul style="list-style-type: none"> ▪ Team Involved in Grievance Procedure to PPD H R Manager ▪ PPD H R Manager Routes According to Bargaining Agreement

Type of File: **Grievance Files**
 Document Routing Procedures—Revised: 12/09/04