

GRIEVANCE TIME LINES UNDER WV CODE 29-6A-1 et seq.

The following chart outlines the statutory deadlines for both grievant and grievance evaluators in processing grievances under the State Employees Grievance Act. When calculating the number of “days”, Saturdays, Sundays and official holidays are not counted. Also, the day a grievance or appeal is filed, or the day a hearing ends or decision is rendered, is not counted as a “day” for computing the days left till the next action must take place. The intent of the law is that all parties receive complete workdays to accomplish the actions required by them under the statute. Failure to comply with these time limits may mean that a grievance is dismissed or a default judgment is rendered against the employer.

LEVEL ONE	
1. Filing of written grievance with grievant's supervisor	Within 10 days of grievable act occurring or date when grievant became aware of the grievable act
NOTE: At the grievant's or supervisor's request an informal conference shall be held within 3 days of the filing of the written grievance. This does <u>not</u> extend the 6 days response time.	
2. Immediate supervisor's written response to grievant's written grievance	Within 6 days of receipt of the grievance

LEVEL TWO	
1. Appeal by grievant of level one decision to area administrator	Within 5 days of grievant receiving immediate supervisor's decision
2. Area administrator's conference with grievant	Within 5 days of area administrator receiving appeal
3. Level two decision issued	Within 5 days of conference

LEVEL THREE	
1. Appeal by grievant of level two decision to president	Within 5 days of grievant receiving level two decision
2. Level three hearing	Within 7 days of receipt of appeal
3. Decision by President	Within 5 days of end of hearing

LEVEL FOUR	
1. Appeal of grievant to level four	Within 5 days of level three decision