

Title: #IV-26. GRIEVANCE PROCEDURES

Date: June 24, 2024 (Replaces version dated September 9, 2009)

Grievance procedures follow [WV Code §6C-2-4](#). The following guidance is provided for WVU Parkersburg employees:

Level 1: Conference or Informal Hearing

The aggrieved employee or his or her representative shall file the grievance form with the WVU Parkersburg President's office (Room 1105), and send copies to the campus Human Resources Director and the Public Employees' Grievance Board at 1701 5th Avenue, Suite 2, Charleston, WV 25387 within 15 working days following the event upon which the grievance is based or within 15 working days of the most recent occurrence of a continuing practice giving rise to the grievance. An employee may proceed directly to Level III upon agreement of the parties or when the grievant has been discharged, suspended without pay, demoted, or reclassified resulting in a loss of compensation or benefits.

An employee can choose to have a conference or a hearing, which will be held within 20 days of the College receiving the grievance. A hearing will be recorded; a conference will not be recorded. The College shall give the grievant at least five working days advance written notice of the date, time, and location of the conference or hearing. The President or the President's designee will conduct the conference or hearing and issue a written decision within 20 working days of the meeting.

Level II: Mediation

Within 15 working days after receiving an adverse written Level I decision, the grievant may appeal in writing, to the Public Employees' Grievance Board with a copy to the WVU Parkersburg's President's office. The Grievance Board will set a date for mediation which will be conducted by an administrative law judge (ALJ) from the Grievance Board at no cost to the parties. Alternatively, if both parties agree to share the cost, they can choose a private mediator or arbitrator outside of the Grievance Board. Agreements reached during Grievance Board mediation or private mediation or arbitration are binding and enforceable.

Level III: Formal Hearing with Administrative Law Judge

If the grievance is not resolved at Level II, the grievant can file an appeal to Level III, in writing, with the Grievance Board with a copy to the President's Office within 10 working days of receiving the written report stating that Level II was unsuccessful. The Grievance Board will schedule a hearing and issue a written decision on the grievance within 30 days after the hearing or receipt of proposed findings of fact and conclusions of law from the parties.

Forms and More Information

For more information about this process, including [grievance forms](#), go to the Grievance Board website at <http://www.pegb.wv.gov/Pages/default.aspx>.

Questions regarding these procedures may be directed to the Executive Director of Human Resources & Compliance (Ext. 212) at WVU Parkersburg.

Responsible Administrator: Executive Director, Human Resources & Compliance 304-424-8212