

WEST VIRGINIA
DIVISION OF HIGHWAYS
Grievance Filing Information

Who can file a grievance?

Any person hired for permanent employment for a probationary, full- or part-time position.

Grievance forms should be sent to the Chief Administrator and the Public Employees Grievance Board.

Employees must file the grievance within 15 days following the occurrence or the most recent occurrence, or 15 days from when the event became known to them.

Most grievances are filed at Level 1. Grievances may be filed at Level 3 when the grievant has been discharged, suspended without pay or demoted or reclassified resulting in a loss of compensation or benefits.

Grievance forms may be filed by US mail, email or hand delivery. Please file by emailing DOHGrievances@wv.gov or mailing/hand delivering to:
Grievance Administrator
Bldg. 5, Room A-637
Charleston, WV 25305

A Level 1 hearing or conference will be scheduled within 20 days of the Grievance Administrator receiving the form, unless the parties agree to a time frame waiver.

A Level 1 decision will be issued within 20 days of the conference/hearing. Information on how to appeal to Level 2 will be included in the decision.