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This form is designed to be used at all levels in the procedure.

**FILING GRIEVANCES:** Claims that a supervisor has engaged in discrimination or retaliation, and grievances contesting a suspension, demotion, dismissal, or loss of pay may be filed either at **Level I or Level II**. Claims concerning suspensions exceeding twenty (20) days, demotions and dismissals may be filed directly at **Level IV**.

“Days,” for purposes of filing or responding to grievances, means working days.

**Level I - W. Va. Code § 29-6A-4(a)**

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