

# The West Virginia Public Employees Grievance Board

## Notice Regarding Exhibits

The Public Employees Grievance Board will no longer print exhibits for any party of a grievance. This practice was implemented to help maintain social distancing and allow grievances to move forward in an efficient manner.

The Grievance Board will print a potential exhibit; provided, during a level three hearing it is determined by the administrative law judge that such document is relevant to the grievance and should be made part of the record. This practice will be the exception, not the rule.

Each party is responsible for identifying their exhibits and bringing the appropriate number of copies to the level three hearing or provide exhibits no less than three days prior to the scheduled proceeding. Exhibits shall be mailed, or hand-delivered to the Grievance Board office where the proceeding is scheduled. The Grievance Board assumes no responsibility for mailing exhibits brought to one office for a matter to be held at another.

Grievance Board staff will accept hand-delivery of exhibits for proceedings scheduled at that specific location. Matters scheduled in Charleston should have exhibits mailed or hand-delivered to the Board's Charleston office. Matters scheduled in Westover should have exhibits mailed or hand-delivered to the Board's Westover office.

***\*Please note the below address for the Westover office is only for mailing exhibits. The Westover office receives no other mail directly. This is to ensure proper and expeditious processing.***

Charleston Office:

Public Employees Grievance Board  
Schoenbaum Center  
1701 5th Avenue, Suite 142  
Charleston, WV 25387

Westover Office:

Public Employees Grievance Board  
Wes-Mon Center 2  
11 Commerce Drive, Suite 204  
Westover, WV 26501-3858