**Section 125.40 Manner of Filing**

a) The filing of a grievance is accomplished by the complainant's submission of a grievance in writing to the designated coordinator on the prescribed form. (See Appendix A.)

b) In order to be deemed filed and to receive proper consideration by the designated coordinator, the grievance form must be completed in full except as otherwise indicated on the form. The designated coordinator will notify the complainant within ten business days after the receipt of the form if the filing is not complete. The Office will assist with completion of the grievance form upon request.