

[SHRA] GRIEVANCE PROCESS: STEP 1 - GRIEVANCE FILING FORM

Instructions: To file a grievance, complete the following form and submit it to Human Resources, Employee Relations by following the instructions provided on page three (3) of this document in the "[Form Submission](#)" section.

A grievance must be filed within **15 calendar days** of the alleged event or action that is the basis of the grievance. For specific information regarding the grievance process and timeframes, please refer to the SHRA Grievance Policy. http://www.ncat.edu/hr/documents/policies/eo/shra_grievance_policy.pdf

GRIEVANT INFORMATION			
CONTACT INFORMATION			
Full Name:		Personnel Number:	
Home Street Address:			
City, County, State & Zip Code:			
Home/Cell Phone Number(s):			
Preferred Email Address:			
DEMOGRAPHIC INFORMATION			
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Race:	<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic
EMPLOYMENT INFORMATION			
Employment Status:	<input type="checkbox"/> Career State Employee <input type="checkbox"/> Former Career State Employee <input type="checkbox"/> Probationary State Employee <input type="checkbox"/> Former Probationary State Employee <input type="checkbox"/> Applicant		
Facility/Division/Department:			
Position Title:		Work City & County:	
Office Contact Information:	Phone Number:		Email Address:
Work Schedule:			
Immediate Supervisor's Name:			
GRIEVANCE TIMEFRAME			
DATE OF ALLEGED EVENT OR ACTION			
Date of Event(s) Being Grieved:			
INFORMAL STEP			
Prior to filing a grievance, an employee must first complete one of the following informal steps. Please select the informal step completed and provide the date. Consult the [SHRA] Employee Grievance Policy, http://www.ncat.edu/hr/documents/policies/eo/shra_grievance_policy.pdf or Human Resources office for additional information.			
Important Note: If your concerns relate to both EEO and Policy Violation issues, you <u>must</u> first file a complaint with the agency Equal Employment Opportunity (EEO) Officer or Affirmative Action (AA) Officer within 15 calendar days.			
<input type="checkbox"/> Policy Violations: Informal Discussion	Date Informal Discussion Outcome Received:		
<input type="checkbox"/> EEO Violations: EEO Informal Inquiry	Date EEO Investigation Outcome Received:		

Not Required – Only applies to Dismissal, Demotion, Suspension without Pay and Separation due to Unavailability **without** an EEO complaint. All EEO complaints (Unlawful Discrimination, Harassment or Retaliation) must be addressed through the EEO Informal Inquiry.

GRIEVABLE ISSUE

GRIEVABLE ISSUE(S):

Policy Violations:

Disciplinary:

Dismissal Demotion Suspension without Pay

***Note:** If you are also alleging an EEO complaint (Unlawful Discrimination, Harassment or Retaliation), use the adjacent “EEO Violations” section.

Non-Disciplinary:

- Separation due to Unavailability
- Inaccurate and misleading information in file (excludes contents of performance appraisal and written disciplinary action)
- Overall performance rating of less than “meets expectation” or equivalent
- Failure to give priority consideration for promotion
- Denial of RIF priority in reemployment or hiring
- Denial of Veteran’s Preference
- Failure to post position
- “Whistle Blower”

University Employees ONLY:

Items covered in University’s AA/EEO statement which promote inclusion and diversity, but not within the definition of unlawful discrimination, harassment or retaliation

EEO Violations – Discrimination, Harassment or Retaliation:

Type of EEO Complaint(s):

Discrimination Retaliation Harassment

In regard to:

***Note:** Check at least one box if alleging Discrimination and/or Retaliation.

- Hiring Promotion Compensation Work Assignments
- Overall Performance Rating Dismissal Demotion
- Suspension without Pay Reasonable Accommodation RIF
- Training Written Warning

Based on:

***Note:** Check at least one box if alleging Discrimination and/or Harassment.

- Race Religion Color National Origin Sex
- Age Disability Genetic Information
- Political Affiliation

GRIEVANCE SUMMARY

For your grievance to be eligible for consideration, you must provide a clear and concise summary supporting your claim. Please include any relevant information (including dates) for each of the issues being grieved. You may attach up to a maximum of 2 additional pages.

Were additional sheets attached?

No Yes

If yes, check the number of sheets attached:

1 2

DESIRED OUTCOME OF THIS GRIEVANCE

Provide a brief summary of the desired resolution to your grievance.

NEXT STEPS

FORM SUBMISSION

To submit your grievance, please follow the instructions provided below.

Email- Lmangum@ncat.edu or mdmcdou1@ncat.edu

Mail – North Carolina A&T State University, 1020 E Wendover Avenue, Room 109, Greensboro, NC 20405. Attention: Employee Relations

In person - 1020 E Wendover Avenue, Room 109, Greensboro, NC 20405.

Fax – (336) 334-7477

STEP 1 - MEDIATION

Once your Grievance Filing Form has been received, a Step 1-Mediation will be scheduled within 35 calendar days of the date your form was submitted. Mediation provides an opportunity for the grievant and a designated agency respondent to have a discussion of the grievable issues, facilitated by a neutral third party (mediator), in an effort to resolve the grievance.

STEP 2 – HEARING & FINAL [AGENCY/UNIVERSITY] DECISION

If mediation does not result in a resolution at Step 1, you are eligible to proceed to the Step 2-Hearing by submitting the Step 2 Appeal Form within 5 calendar days of the date of impasse in mediation. The hearing provides an opportunity for you to present your grievance orally to a [Hearing Panel] outside of your chain of command.

The hearing process shall be concluded within 35 calendar days of filing a Step 2 appeal. Following the conclusion of the hearing, a Final University Decision will be issued. The grievance process, in its entirety, will be completed within 90 calendar days from the date the grievance was filed.

NON-RETALIATION

Employees have the right to use the grievance process free from threats or acts of retaliation, interference, coercion, restraint, discrimination, or reprisal.

GRIEVANT CERTIFICATION

I hereby certify that all information submitted on this Grievance Filing Form and any supporting documentation is true and complete to the best of my knowledge.

Signature:

Date:

INTERNAL USE ONLY: