

[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](#).

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 Grievied:			
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, https://hub.ncat.edu/files/administrative/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:
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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:	EEO Violations – Discrimination, Harassment or Retaliation:
<p>Disciplinary: <input type="checkbox"/> Dismissal <input type="checkbox"/> Demotion <input type="checkbox"/> Suspension without Pay *Note: If you are also alleging an EEO complaint (Unlawful Discrimination, Harassment or Retaliation), use the adjacent “EEO Violations” section.</p> <p>Non-Disciplinary: <input type="checkbox"/> Separation due to Unavailability <input type="checkbox"/> Inaccurate and misleading information in file (excludes contents of performance appraisal and written disciplinary action) <input type="checkbox"/> Overall performance rating of less than “meets expectation” or equivalent <input type="checkbox"/> Failure to give priority consideration for promotion <input type="checkbox"/> Denial of RIF priority in reemployment or hiring <input type="checkbox"/> Denial of Veteran’s Preference <input type="checkbox"/> Failure to post position <input type="checkbox"/> “Whistle Blower”</p> <p>University Employees ONLY: <input type="checkbox"/> Items covered in University’s AA/EEO statement which promote inclusion and diversity, but not within the definition of unlawful discrimination, harassment or retaliation</p>	<p>Type of EEO Complaint(s): <input type="checkbox"/> Discrimination <input type="checkbox"/> Retaliation <input type="checkbox"/> Harassment</p> <p>In regard to: *Note: Check at least one box if alleging Discrimination and/or Retaliation. <input type="checkbox"/> Hiring <input type="checkbox"/> Promotion <input type="checkbox"/> Compensation <input type="checkbox"/> Work Assignments <input type="checkbox"/> Overall Performance Rating <input type="checkbox"/> Dismissal <input type="checkbox"/> Demotion <input type="checkbox"/> Suspension without Pay <input type="checkbox"/> Reasonable Accommodation <input type="checkbox"/> RIF <input type="checkbox"/> Training <input type="checkbox"/> Written Warning</p> <p>Based on: *Note: Check at least one box if alleging Discrimination and/or Harassment. <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Sex <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Genetic Information <input type="checkbox"/> Political Affiliation</p>

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?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, check the number of sheets attached:	<input type="checkbox"/> 1 <input type="checkbox"/> 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 and zdcoving@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: