



INITIAL SHRA GRIEVANCE FILING FORM
To be completed by Grievant

Instructions: For your grievance to be eligible for consideration, this form must be completed, signed, and received by UNCG Human Resource’s EEO & Affirmative Action Office within **15 calendar days** of the event(s) or your knowledge of event(s) being grieved.

For specific information regarding the grievance process and timeframes, please refer to the [https://hrs.uncg.edu/Files/Policies/Employee_Relations/University SHRA Grievance Policy.pdf](https://hrs.uncg.edu/Files/Policies/Employee_Relations/University_SHRA_Grievance_Policy.pdf).

PART 1: GRIEVANT’S INFORMATION

Grievant’s Full Name:			
Home Street Address		Employee ID:	
City, State, Zip:			
Home/Cell Phone Number(s):			
Preferred Email Address:			

DEMOGRAPHIC INFORMATION

Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Other _____	Race:	<input type="checkbox"/> Asian <input type="checkbox"/> American Indian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Other: _____
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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:			
Office Contact Information:	Phone Number:		Office Location:
Work Schedule:			
Supervisor’s Name:			

PART 2: RESPONDENT’S INFORMATION

Respondent’s Name:			
Facility/Division/Department:			
Position Title:			
Office Contact Information:	Phone Number:		Office Location:
Supervisor’s Name:			

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PART 3: SUBJECT OF GRIEVANCE

Date of Event(s) Being Grieved:

(A grievance must be filed within 15 calendar days of the alleged event or action that is the basis of the grievance.)

GRIEVABLE ISSUE(S):

Policy Violations (Non-EEO Related):

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

Disciplinary

- Dismissal Demotion Suspension without Pay

(Disciplinary action taken without just cause)

Involuntary Separation Due to Unavailability

Hiring Action:

- Failure to give priority consideration (RIF, promotion)
 Failure to post position

Veteran's Preference

- Denial of Veteran's Preference in initial/subsequent hiring
 Denial of Veteran's Preference in layoff determination

Annual Performance Appraisal:

- Overall performance rating of less than "meets expectation"

Personnel File:

- Denial of request to remove inaccurate and misleading information from applicant/personnel file (excludes written warnings and performance appraisals)

Specify:

EEO Violations – Discrimination, Harassment or Retaliation:

- Harassment or Discrimination

Based on the grievant's:

- | | |
|--|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Political Affiliation |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Race/Color |
| <input type="checkbox"/> Gender Expression | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Genetic Information | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Veteran's Status |

(adverse employment action based on discrimination) in regard to:

- | | |
|---|---|
| <input type="checkbox"/> Hiring/Promotion | <input type="checkbox"/> Compensation |
| <input type="checkbox"/> Training | <input type="checkbox"/> Suspension |
| <input type="checkbox"/> Dismissal | <input type="checkbox"/> Demotion |
| <input type="checkbox"/> Layoff | <input type="checkbox"/> Denial of: _____ |
| <input type="checkbox"/> Other: | |

(adverse employment action based on retaliation) in regard to:

- | | |
|---|---|
| <input type="checkbox"/> Hiring/Promotion | <input type="checkbox"/> Compensation |
| <input type="checkbox"/> Training | <input type="checkbox"/> Suspension |
| <input type="checkbox"/> Dismissal | <input type="checkbox"/> Demotion |
| <input type="checkbox"/> Layoff | <input type="checkbox"/> Denial of: _____ |
| <input type="checkbox"/> Other: | |

Based on the grievant:

- Protesting Prohibited Harassment/Discrimination
 Alleging Improper Government Activity (Whistleblower)
 Other: _____

Title IX: Sexual & Gender Based Violations

- Sexual Assault
 Sexual or Gender-Based Harassment
 Sexual Misconduct

(Note: Alleged violations of the Policy on Sexual and Gender- Based Harassment, Sex Discrimination, and Other Forms of Interpersonal Violence will be reviewed and investigated with the University's Title IX Coordinator.)

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PART 3: 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 issues information (including dates) for each issue being grieved. You may attach additional pages as necessary. All information and documentation that you wish to have considered must be provided with this form at the time of submission.

Were additional sheets attached?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, how many additional pages:	
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WITNESS INFORMATION (OPTIONAL)

Provide the names and phone numbers of any witnesses that you believe have direct knowledge pertaining to your issue(s).

1.	2.
3.	4.
5.	6.

PART 4: DESIRED OUTCOME OF THIS GRIEVANCE

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

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PART 5: NEXT STEPS

For Grievances in Regard to Harassment, Discrimination, and/or Retaliation:

- If the Complainant alleges facts that would constitute unlawful discrimination, harassment, or retaliation as prohibited by law, the complaint will be investigated as a part of the EEO Informal Inquiry process. The EEO/AA Officer will investigate the complaint and determine if the facts related to the allegations support a finding of reasonable cause or no reasonable cause to believe that unlawful discrimination, harassment or retaliation occurred.
- The Informal Inquiry or investigation should be completed within **45 calendar days**.
- If you are not satisfied with the written response from the Informal Inquiry, you have **15 calendar days** from the date you receive the written response to submit an "SHRA Grievance Supplemental Filing Form" to UNCG Human Resources' EEO & Affirmative Action Office to file a formal grievance.

For All Other Non-EEO Grievances:

- Your supervisor or an appropriate member in your management chain will facilitate an Informal Discussion process with you in attempt to resolve the issue without requiring the formal grievance process. You should be provided with a written decision regarding the matter within **15 calendar days** of request for an Informal Discussion.

If no written decision is provided within the prescribed timeframe or you are not satisfied with the outcome of the Informal Discussion, you have **15 calendar days** from the receipt of the written decision to submit a "SHRA Grievance Supplemental Filing Form" to UNCG Human Resource's EEO & Affirmative Action Office to file a formal grievance.

Process Extensions:

Any extension of the Informal Inquiry/Investigation process or Informal Discussion process shall not exceed **15 calendar days**. At the conclusion of Informal Inquiry/Investigation process or Informal Discussion process, the University shall communicate the outcome in writing to the Complainant. For more detailed information regarding the SHRA grievance process, please refer to the University System SHRA Employee Grievance Policy or contact the Director of EEO & Affirmative Action for assistance.

STATEMENT ON NON-RETALIATION

Employees have the right to use this procedure free from threats or acts of retaliation, interference, coercion, restraint, discrimination, or reprisal. Please be reminded that the University does not tolerate retaliation against individuals who make good-faith reports of misconduct. If you experience any behavior that you consider might be retaliation, please report it immediately to UNCG Human Resources.

PART 6: GRIEVANT CERTIFICATION & SIGNATURE

I hereby certify that all information submitted on this "Initial SHRA Grievance Filing Form" and any supporting documentation is true, complete to the best of my knowledge and belief, and filed in good faith. I understand that I must continue to meet the performance and conduct expectations of my employment during this grievance process.

Signature:		Date:	
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FORM SUBMISSION

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

Mail or Deliver this form to: UNCG Human Resources - EEO/Affirmative Action: 723 Kenilworth St. Greensboro, NC 27402-6170

OR Fax this form to: UNCG Human Resources - EEO/Affirmative Action at 336-334-5585