



**UNIVERSITY SUBJECT TO THE HUMAN RESOURCES ACT (SHRA)**  
**EMPLOYEE GRIEVANCE POLICY**

On February 16, 2023, the State Human Resources Commission approved revisions to the University Subject to the Human Resources Act (SHRA) Employee Grievance Policy. The revisions to the policy are effective April 1, 2023. A final copy of the policy is available on the Human Resources website for your reference. Below is a list of key revisions to the policy for your review.

- The Internal Grievance Process is now known as the Formal Internal Grievance Process. This as the process is available on-campus to an applicant, probationary State employee, former probationary State employee, career State employee or former career State employee to file a formal grievance based on issues that are defined as grievable by State statute.
- The Formal Internal Grievance Process Timeframe must be completed within 90-calendar days. Time spent in the Informal Discussion or the EEO Informal Inquiry process is not included in the 90-calendar day timeframe.
- A Greivable Issue is revised to include a statutorily defined workplace event or action as defined by State statute as grievable that allows an eligible employee to challenge the alleged workplace event or action through established grievance procedures for resolution.
- A Grievant includes: an applicant, probationary State employee, former probationary State employee, career State employee or former career State employee, including EHRA Law Enforcement Officers and applicants for EHRA Law Enforcement Officer positions.
- Informal Discussion is redefined as an informal process for addressing grievable issues that may facilitate a resolution *prior to* the filing of a Formal Internal Grievance. This is also the process for addressing issues for which one may not file a formal internal grievance.
- Denial of National Guard preference as provided for by law is now included as a grievable issue.

- Grievances related to disciplinary action or to non-disciplinary separation due to unavailability do not include an Informal Discussion, they begin directly with the Formal Internal Grievance Process.
- Grievances that are untimely filed or do not contain a grievable issue as defined in this policy shall not proceed through the grievance process. Grievable issues that have not been substantiated or responded to by the institution shall still be permitted to proceed through the grievance process.
- The EEO Informal Inquiry should be completed in the timeframe not to exceed 90 calendar days. UNCG has 75 calendar days from receipt of the complaint to investigate and respond to the complainant, unless the complainant and the employer mutually agree in writing to extend the time due to occurrences that are unavoidable or beyond the control of either party. Any extension shall not exceed 15 calendar days.
- If the complaint is successfully resolved, the complainant will sign a letter of agreement with the institution detailing the terms of the resolution.
- The employee must file a formal internal grievance request within 15 calendar days of the alleged event or action that is the basis of the grievance or within 15 days of receiving a response at the conclusion of any informal process(es).
- Information about filing through the Civil Rights Division of the Office of Administrative Hearings contact information has changed and can be found at:  
<http://www.ncoah.com/civil/> or by calling 984-236-1850.

Employees are encouraged to view the revised University SHRA Employee Grievance Policy as the above lists key revisions to the policy but is not inclusive of all policy revisions. A copy of the policy may be obtained by contacting the Human Resources Department at [askeeo@uncg.edu](mailto:askeeo@uncg.edu).

If you have questions or concerns regarding the revised SHRA Grievance Policy, then please contact Patricia M. Lynch, Director of Employee Relations and EEO/AA at (336)-334-9725 or [pmlynch2@uncg.edu](mailto:pmlynch2@uncg.edu).