



HUMAN RESOURCES

IMPORTANT: To be eligible for consideration, any grievance or complaint filed under the University System SHRA Employee Grievance Policy must be filed by completing this form and must be received by the Office of Human Resources within **15 calendar days of the alleged event or action that is the basis for the grievance.** Grievance that are not filed within 15 calendar days or do not contain a grievable issue as defined by the University System SHRA Employee Grievance Policy shall not proceed through the grievance process.

Mail this form to: HR Employee Relations, Appalachian State University, 330 University Hall Drive, Boone, NC 28607

Fax this form to: HR at 828.262.6489

Hand Deliver this form to: HR Employee Relations, Appalachian State University, HR Building, 330 University Hall Drive, Boone, NC 28607

SHRA Grievance Initial Filing Form

For Office of Human Resources Use Only

| Part 1: Grievant Information | | | |
|---------------------------------|---|---|--|
| Grievant Full Name: | | Case # (HR Use Only) | |
| Position Title: | | Banner ID: | |
| Department/Unit Name: | | Supervisor: | |
| Home Address | | Daytime/Work Phone: | |
| Home City, State, Zip: | | Cell Phone: | |
| Preferred Email Address: | | Date of Alleged Event or Action: | |
| Grievant Type: | <input type="checkbox"/> Career State Employee/Former Career State Employee <input type="checkbox"/> Probationary Employee/Former Probationary Employee <input type="checkbox"/> Applicant | | |

Part 2: Issue Being Grieved

A. The following issues may be grieved at the University level only and through the Informal Discussion Process. The employee cannot proceed to the formal internal grievance process per the University System SHRA Grievance Policy.

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| <p>Annual Performance Appraisal</p> <input type="checkbox"/> Overall rating of less than “meets expectations” or equivalent | <p>Applicant/Personnel File</p> <input type="checkbox"/> Denial of request to remove inaccurate or misleading information from applicant/personnel file. |
| <p>Priority in Hiring or Promotion</p> <input type="checkbox"/> National Guard preference | |

B. The following issues must first be grieved through the formal internal University process. If the Grievant is not satisfied with the Final University Decision, the Grievant may appeal to the Office of Administrative Hearings.

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| <p>Disciplinary Action:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Suspension without Pay <input type="checkbox"/> Demotion <input type="checkbox"/> Dismissal <p>Non-Disciplinary Separation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Involuntary Separation Due to Unavailability | <p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination:</p> <p><i>Based on the grievant's (you must check at least one box below):</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Race/Color <input type="checkbox"/> National Origin <input type="checkbox"/> Religion <input type="checkbox"/> Political Affiliation <input type="checkbox"/> Sex (Including sexual orientation, gender identity and expression, and pregnancy) <input type="checkbox"/> Age <input type="checkbox"/> Genetic Information <input type="checkbox"/> Disability <p><i>(for <u>discrimination</u>, you must <u>also</u> check at least one box below):</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Hiring/Promotion <input type="checkbox"/> Training <input type="checkbox"/> Dismissal <input type="checkbox"/> Layoff <input type="checkbox"/> Compensation <input type="checkbox"/> Suspension <input type="checkbox"/> Demotion <input type="checkbox"/> Other: |
| <p>Priority Consideration:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Denial of hiring/promotion due to denial of reduction in force priority (NCGS 126-7.1) <input type="checkbox"/> Denial of promotion due to failure to give priority consideration to career state employee (NCGS 126-7.1) <input type="checkbox"/> Denial of hiring/promotion due to failure to post position as required by law <input type="checkbox"/> Denial of veteran's preference | <p><input type="checkbox"/> Retaliation in regard to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hiring/Promotion <input type="checkbox"/> Training <input type="checkbox"/> Dismissal <input type="checkbox"/> Layoff <input type="checkbox"/> Compensation <input type="checkbox"/> Suspension <input type="checkbox"/> Demotion <input type="checkbox"/> Other: <p><i>Based on the grievant:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Protesting Prohibited Harassment/Discrimination <input type="checkbox"/> Alleging Improper Government Activity (Whistleblower) |

Part 3: Reasons for the Grievance

Please provide details below regarding your grievance (Attach additional sheets as needed):

Part 4: Desired Outcome of this Grievance

Please describe below your desired outcome for this matter:

Part 5: What Happens Next

For any grievances in Part 2 (A) above:

- HR will provide instructions and guidance for the Informal Discussion process with you and your supervisor in an attempt to resolve the issue.
- Informal Discussion must occur within 15 calendar days of the alleged event or action that is the basis of the grievance.
- Informal discussions shall occur between the employee and their immediate supervisor, another appropriate supervisor in the employee's chain of command, or other appropriate University personnel having jurisdiction over the alleged event or action that is the basis of the grievance.
- These grievances shall not proceed to the formal grievance process.

For grievances related to Disciplinary Action or Involuntary Separation Due to Unavailability (Not Involving Harassment, Discrimination, and/or Retaliation):

- HR will schedule Step 1 Mediation, generally within 35 calendar days of the date you submitted your “SHRA Grievance Initial Filing Form.” The University will designate a University representative to attend the mediation. HR will inform you of the date, time, and location of the mediation.
- In certain situations, with approval from OSHR, the University may bypass the mediation step and proceed directly to a Step 2 Hearing when the disciplinary action was taken due to campus safety, personal misconduct, or other similar egregious workplace issues.
- If mediation does not resolve the issue, you have five (5) calendar days from the mediation date to request in writing to proceed to the Step 2 hearing process.

For grievances alleging Harassment, Discrimination, and/or Retaliation:

- The grievance will be submitted to the Office of Access and Equity: Equal Opportunity for an EEO Informal Inquiry, which shall be completed within a maximum of 90 calendar days. A summary of the investigation findings shall be provided to the grievant, and if the grievant is not satisfied that the complaint has been resolved, the Grievant has 15 calendar days to request to file a formal internal grievance.

Part 6: Statement of Non-Retaliation

Employees have the right to use this procedure free from threats or acts of retaliation, interference, coercion, restraint, discrimination, or reprisal. Employees may not be retaliated against for participating in a grievance as a grievant, a respondent, a witness, or as a grievance panel member.

Part 7: Grievant Certification

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

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| Signature: | | Date: | |
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