

EHRA NON-FACULTY GRIEVANCE FILING FORM

Please Note: You must submit this Grievance Filing Form within 15 calendar days of the event (or knowledge of the event) that you are requesting to be reviewed; otherwise, your Grievance cannot be accepted.

First Middle Last Name: First Middle Last Position Title: Banner ID: Home Street Address: Home Phone: Home Street Address: Home Phone: Home Phone: Home City, State, Zip: Work Phone: Endet Supervisor: Department Name: Immediate Supervisor: Department Name: PART 2: TYPE OF GRIEVANCE Endet Supervisor: Endet Supervisor: Check the box which most accurately describes the nature of your Grievance: Endet Supervisor: Check the box which most accurately describes the nature of your Grievance: Endet Supervisor: Check the box which most accurately describes the nature of your Grievance: Endet Supervisor: Check the los undicate that you will have legal representation participating in this process. Endet Supervisor: Alleged violations of the Complainant's rights guaranteed by the First Amendment to the United States Constitution or Article I of the North Carolina Constitution. Escual Orientation Harassment or Discrimination based on: Escual Orientation Bisolitity Ethnicity Escual Orientation Polisability Ethnicity Escual Orientation Bisontinuation without appropriate notice, or without temporary e	PART 1: PERSONNEL INFORMATION					
Name: Banner ID: Position Title: Banner ID: Home Street Address: Home Phone: Home City, State, Zip: Work Phone: Campus Address: Immediate Supervisor: Department Name: Immediate Supervisor: PART 2: TYPE OF GRIEVANCE Immediate Supervisor: Check the box which most accurately describes the nature of your Grievance: Immediate Supervisor: Contested discharge for cause, for cause, you are allowed to be assisted by an attorney at your own expense. Check here in indicate that you will have legal representation participating in this process. Alleged violations of the Complainant's rights guaranteed by the First Amendment to the United States Constitution or Article I of the North Carolina Constitution. Harassment or Discrimination based on: Sex Alleged violations of the Complainant's rights guaranteed by the First Amendment to the United States Constitution or Article I of the North Carolina Constitution. Basing ID Discontinuation without appropriate notice, or without temporary extension of appointment in the absence of such notice, as provided for in the Policy on Employees Exempt from the North Carolina Conlina Human Resources Act. Alleged violation of a specific University rule, regulation, or policy, state law or policy, or federal law pertaining to the employment relationship between the Complainant and the University that adversely and materially affected the Complainant's terms and condition of a specific University				Today's Date:		
Position Title: Banner ID: Home Street Address: Home Phone: Home City, State, Zip: Work Phone: Campus Address: Immediate Supervisor: Department Name: PART 2: TYPE OF GRIEVANCE Check the box which most accurately describes the nature of your Grievance: Immediate Supervisor: Contested discharge for cause. For cases of contested discharge for cause., you are allowed to be assisted by an attorney at your own expense. Check here in to indicate that you will have legal representation participating in this process. Alleged violations of the Complainant's rights guaranteed by the First Amendment to the United States Constitution or Article I of the North Carolina Constitution. Harassment or Discrimination based on: Sex		First	Middle	Last	Last	
Home Street Address: Home Phone: Home City, State, Zip: Work Phone: Campus Address: Immediate Supervisor: Department Name: Immediate Supervisor: PART 2: TYPE OF GRIEVANCE Check the box which most accurately describes the nature of your Grievance: Contested discharge for cause. For cases of contested discharge for cause, you are allowed to be assisted by an attorney at your own expense. Check the box which most accurately describes the nature of your Grievance: Immediate States Constitution or Article I of the North Carolina Constitution. Alleged violations of the Complainant's rights guaranteed by the First Amendment to the United States Constitution or Article I of the North Carolina Constitution. Harassment or Discrimination based on: Sexual Orientation Age Base/Color Sexual Orientation Disability Ethnicity Sexual Orientation Discontinuation without appropriate notice, or without temporary extension of appointment in the absence of such notice, as provided for in the Policy on Employees Exempt from the North Carolina Human Resources Act. Alleged violation of a specific University rule, regulation, or policy, state law or policy, or federal law pertaining to the employment relationship between the Complainant and the University that adversely and materially affected the Complainant's terms and conditions of employment. (Indicate specific policy at issue in Part 4.) Reta	Name:					
Home City, State, Zip: Work Phone: Campus Address: Immediate Supervisor: Department Name: PART 2: TYPE OF GRIEVANCE Check the box which most accurately describes the nature of your Grievance: Concested discharge for cause. For cases of contested discharge for cause, you are allowed to be assisted by an attorney at your own expense. Check there to indicate that you will have legal representation participating in this process. Alleged violations of the Complainant's rights guaranteed by the First Amendment to the United States Constitution or Article I of the North Carolina Constitution. Harassment or Discrimination based on: Age Race/Color Disability Ethnicity Discontinuation without appropriate notice, or without temporary extension of appointment in the absence of such notice, as provided for in the Policy on Employees Exempt from the North Carolina Human Resources Act. Alleged violation of a specific University rule, regulation, or policy, state law or policy, or federal law pertaining to the employment relationship between the Complainant and the University that adversely and materially affected the Complainant's terms and conditions of employment. (Indicate specific policy at issue in Part 4.) Retallation for filing a Grievance in good faith or for cooperating or otherwise participating in good faith in an investigation of a Grievance.	Position Title:			Banner ID:		
Campus Address: Immediate Supervisor: Department Name: PART 2: TYPE OF GRIEVANCE Check the box which most accurately describes the nature of your Grievance: Contested discharge for cause. For cases of contested discharge for cause, you are allowed to be assisted by an attorney at your own expense. Check there to indicate that you will have legal representation participating in this process. Alleged violations of the Complainant's rights guaranteed by the First Amendment to the United States Constitution or Article I of the North Carolina Constitution. Harassment or Discrimination based on: Age Race/Color Bisability Ethnicity Policial Affiliation Creed Discontinuation without appropriate notice, or without temporary extension of appointment in the absence of such notice, as provided for in the Policy on Employees Exempt from the North Carolina Human Resources Act. Alleged violation of a specific University rule, regulation, or policy, state law or policy, or federal law pertaining to the employment relationship between the Complainant and the University that adversely and materially affected the Complainant's terms and conditions of employment. (Indicate specific policy at issue in Part 4.) PART 3: DATE OF EVENT LEADING TO GRIEVANCE	Home Street Address:			Home Phone:		
Department Name: PART 2: TYPE OF GRIEVANCE Check the box which most accurately describes the nature of your Grievance: Contested discharge for cause. For cases of contested discharge for cause, you are allowed to be assisted by an attorney at your own expense. Check here to indicate that you will have legal representation participating in this process. Alleged violations of the Complainant's rights guaranteed by the First Amendment to the United States Constitution or Article I of the North Carolina Constitution. Harassment or Discrimination based on: Age Race/Color Disability Ethnicity Political Affiliation Creed Discontinuation without appropriate notice, or without temporary extension of appointment in the absence of such notice, as provided for in the Policy on Employees Exempt from the North Carolina Human Resources Act. Alleged violation of a specific University rule, regulation, or policy, state law or policy, or federal law pertaining to the employment relationship between the Complainant and the University that adversely and materially affected the Complainant's terms and conditions of employment. (Indicate specific policy at issue in Part 4.) Retaliation for filing a Grievance in good faith or for cooperating or otherwise participating in good faith in an investigation of a Grievance.	Home City, State, Zip:		Work Phone:			
PART 2: TYPE OF GRIEVANCE Check the box which most accurately describes the nature of your Grievance: Contested discharge for cause. For cases of contested discharge for cause, you are allowed to be assisted by an attorney at your own expense. Check here to indicate that you will have legal representation participating in this process. Alleged violations of the Complainant's rights guaranteed by the First Amendment to the United States Constitution or Article I of the North Carolina Constitution. Harassment or Discrimination based on: Age Race/Color Disability Ethnicity Besual Orientation Gender Identity Political Affiliation Creed Discontinuation without appropriate notice, or without temporary extension of appointment in the absence of such notice, as provided for in the Policy on Employees Exempt from the North Carolina Human Resources Act. Alleged violation of a specific University rule, regulation, or policy, state law or policy, or federal law pertaining to the employment relationship between the Complainant and the University that adversely and materially affected the Complainant's terms and conditions of employment. (Indicate specific policy at issue in Part 4.) Retaliation for filing a Grievance in good faith or for cooperating or otherwise participating in good faith in an investigation of a Grievance. PART 3: DATE OF EVENT LEADING TO GRIEVANCE	Campus Address:	Immediate Supervis		visor:		
Check the box which most accurately describes the nature of your Grievance: Contested discharge for cause. For cases of contested discharge for cause, you are allowed to be assisted by an attorney at your own expense. Check here to indicate that you will have legal representation participating in this process. Alleged violations of the Complainant's rights guaranteed by the First Amendment to the United States Constitution or Article I of the North Carolina Constitution. Harassment or Discrimination based on: Age Race/Color Sex Disability Ethnicity Sexual Orientation Gender Identity Political Affiliation Creed Greed Discontinuation without appropriate notice, or without temporary extension of appointment in the absence of such notice, as provided for in the <i>Policy on Employees Exempt from the North Carolina Human Resources Act</i> . Alleged violation of a specific University rule, regulation, or policy, state law or policy, or federal law pertaining to the employment relationship between the Complainant and the University that adversely and materially affected the Complainant's terms and conditions of employment. (Indicate specific policy at issue in Part 4.) Retaliation for filing a Grievance in good faith or for cooperating or otherwise participating in good faith in an investigation of a Grievance.	Department Name:					
 Contested discharge for cause. For cases of contested discharge for cause, you are allowed to be assisted by an attorney at your own expense. Check here to indicate that you will have legal representation participating in this process. Alleged violations of the Complainant's rights guaranteed by the First Amendment to the United States Constitution or Article I of the North Carolina Constitution. Harassment or Discrimination based on: Age Race/Color Sex Disability Ethnicity Sexual Orientation Religion National Origin Gender Identity Political Affiliation Creed Gender Expression Discontinuation without appropriate notice, or without temporary extension of appointment in the absence of such notice, as provided for in the Policy on Employees Exempt from the North Carolina Human Resources Act. Alleged violation of a specific University rule, regulation, or policy, state law or policy, or federal law pertaining to the employment relationship between the Complainant and the University that adversely and materially affected the Complainant's terms and conditions of employment. (Indicate specific policy at issue in Part 4.) Retaliation for filing a Grievance in good faith or for cooperating or otherwise participating in good faith in an investigation of a Grievance. 	PART 2: TYPE OF GRIEVANCE					
For cases of contested discharge for cause, you are allowed to be assisted by an attorney at your own expense. Check here to indicate that you will have legal representation participating in this process. Alleged violations of the Complainant's rights guaranteed by the First Amendment to the United States Constitution or Article I of the North Carolina Constitution. Harassment or Discrimination based on: Age Race/Color Sex Disability Ethnicity Sexual Orientation Political Affiliation Creed Gender Identity Discontinuation without appropriate notice, or without temporary extension of appointment in the absence of such notice, as provided for in the Policy on Employees Exempt from the North Carolina Human Resources Act. Alleged violation of a specific University rule, regulation, or policy, state law or policy, or federal law pertaining to the employment relationship between the Complainant and the University that adversely and materially affected the Complainant's terms and conditions of employment. (Indicate specific policy at issue in Part 4.) Retaliation for filing a Grievance in good faith or for cooperating or otherwise participating in good faith in an investigation of a Grievance.	Check the box which most ac	curately describes the nature of you	r Grievance:			
 provided for in the Policy on Employees Exempt from the North Carolina Human Resources Act. Alleged violation of a specific University rule, regulation, or policy, state law or policy, or federal law pertaining to the employment relationship between the Complainant and the University that adversely and materially affected the Complainant's terms and conditions of employment. (Indicate specific policy at issue in Part 4.) Retaliation for filing a Grievance in good faith or for cooperating or otherwise participating in good faith in an investigation of a Grievance. 	For cases of contested discharge for cause, you are allowed to be assisted by an attorney at your own expense. Check here to indicate that you will have legal representation participating in this process. Alleged violations of the Complainant's rights guaranteed by the First Amendment to the United States Constitution or Article I of the North Carolina Constitution. Harassment or Discrimination based on: Age Race/Color Disability Ethnicity National Origin Gender Identity					
 relationship between the Complainant and the University that adversely and materially affected the Complainant's terms and conditions of employment. (Indicate specific policy at issue in Part 4.) Retaliation for filing a Grievance in good faith or for cooperating or otherwise participating in good faith in an investigation of a Grievance. PART 3: DATE OF EVENT LEADING TO GRIEVANCE						
Grievance. PART 3: DATE OF EVENT LEADING TO GRIEVANCE	relationship between the Complainant and the University that adversely and materially affected the Complainant's terms and					
Date of the event (or knowledge of the event) that you are grieving:	PART 3: DATE OF EVENT LEADING TO GRIEVANCE					
	Date of the event (or knowled	ge of the event) that you are grieving	g:			



EHRA NON-FACULTY GRIEVANCE FILING FORM

			Today's Date:	
	First	Middle	Last	
Name:				

PART 4: DESCRIPTION OF ISSUE BEING GRIEVED

In order for your Grievance to be addressed properly, you must provide detailed information for each question below. Failure to provide sufficient information may result in your Grievance Filing Form being returned to you for completion or may result in your Grievance being dismissed. If you would like assistance in completing this form, please contact the Employee Relations Unit at (336) 750-2837.

Α.	DESCRIPTION. Describe the event(s) that caused you to file this Grievance. You must specifically explain how the event applies to
	one or more of the items in Part 2 above and indicate any reasonable attempt(s) taken informally to resolve the matter(s) in
	dispute (attempts to resolve not required if filing a Grievance for a discharge for cause).

B. OUTCOMES. Describe your desired outcome of the Grievance. Desired outcomes must be reasonable, appropriate, and within the ability of the University to provide.

C. ATTACHMENTS. You may attach additional information that supports your case. If so, please number each page and indicate here the total number of pages (not including this Form) that you are attaching.

PART 5: 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. Employees may not be retaliated against for participating in a Grievance as a Complainant, a Respondent, a Witness, or a Review Committee Member.

PART 6: CERTIFICATION

I hereby certify that all information submitted on this Grievance Filing Form is true and complete to the best of my knowledge and belief. I understand that if I continue to be employed by the University during the resolution process of this Grievance, I must continue to meet the performance and conduct expectations of my employment.

Complainant's Signature:

Date:



EHRA NON-FACULTY GRIEVANCE FILING FORM

Mail this form to:	Employee Relations, WSSU Office of Human Resources 601 S. Martin Luther King Jr. Drive Albert H. Anderson Jr. Conference Center, Suite 137 Winston-Salem, NC 27110
OR Fax this form to:	Employee Relations at 336-750-2838
OR Deliver this form to:	Employee Relations, WSSU Office of Human Resources Albert H. Anderson Jr. Conference Center, Suite 137 Winston-Salem, NC