



SHRA GRIEVANCE PROCESS: STEP 1 - GRIEVANCE FILING FORM

Instructions: To file a grievance, complete the following form and submit it to the WSSU Office of Human Resources 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 [University SHRA Employee Grievance Policy](#) or contact the Office of Human Resources.

GRIEVANT INFORMATION			
CONTACT INFORMATION			
Full Name:		Banner ID Number:	
Home Street Address:			
City, County, State & Zip Code:			
Home/Cell Phone Number(s):			
Preferred Email Address:			

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

Unless an employee is filing a grievance related to a grievable disciplinary action (Suspension without Pay, Demotion, or Dismissal) or Separation due to Unavailability, the employee must first complete one of the following informal steps: an Informal Discussion or an EEO Informal Inquiry. Please indicate below (1) which informal step was completed and when or (2) whether an informal step was not required. Consult the [University SHRA Employee Grievance Policy](#) or the Office of Human Resources for additional information.

Important Note: If your allegations relate to both an EEO Violation and another Policy Violation, you must first file a complaint with the Equal Employment Opportunity (EEO) Officer or Affirmative Action (AA) Officer within 15 calendar days of the alleged event or action.

<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:
<input type="checkbox"/> Not Required – Grievance relates to a grievable disciplinary action or a Separation due to Unavailability without an EEO complaint.	

GRIEVABLE ISSUE

GRIEVABLE ISSUE(S):

Policy Violations:	EEO Violations – Discrimination, Harassment, or Retaliation:
<p>Disciplinary:</p> <p><input type="checkbox"/> Dismissal <input type="checkbox"/> Demotion <input type="checkbox"/> Suspension without Pay</p> <p>Note: If you are also alleging an EEO violation (Discrimination, Harassment, or Retaliation for protesting prohibited discrimination or harassment), use the “EEO Violations” section.</p> <p>Non-Disciplinary:</p> <p><input type="checkbox"/> Separation due to Unavailability</p> <p><input type="checkbox"/> Inaccurate and misleading information in file (excludes contents of performance appraisal and written disciplinary action)</p> <p><input type="checkbox"/> Overall performance rating of less than “meets expectation” or equivalent</p> <p><input type="checkbox"/> Failure to give priority consideration for promotion</p> <p><input type="checkbox"/> Denial of RIF priority in reemployment or hiring</p> <p><input type="checkbox"/> Denial of Veteran’s Preference</p> <p><input type="checkbox"/> Failure to post position</p> <p><input type="checkbox"/> Retaliation for “whistle blowing”</p> <p>University Employees ONLY:</p> <p><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):</p> <p><input type="checkbox"/> Discrimination <input type="checkbox"/> Harassment <input type="checkbox"/> Retaliation for protesting prohibited discrimination or harassment*</p> <p><i>If alleging Discrimination or Retaliation, check at least one box below to indicate the basis of the alleged discriminatory or retaliatory action:</i></p> <p><input type="checkbox"/> Hiring <input type="checkbox"/> Promotion <input type="checkbox"/> Compensation <input type="checkbox"/> Work Assignments</p> <p><input type="checkbox"/> Overall Performance Rating <input type="checkbox"/> Dismissal <input type="checkbox"/> Demotion</p> <p><input type="checkbox"/> Suspension without Pay <input type="checkbox"/> Reasonable Accommodation <input type="checkbox"/> RIF</p> <p><input type="checkbox"/> Training <input type="checkbox"/> Other</p> <p><i>If alleging Discrimination or Harassment, check at least one box below to indicate the protected characteristic on which the alleged discrimination or harassment is based:</i></p> <p><input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Sex</p> <p><input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Genetic Information</p> <p><input type="checkbox"/> Political Affiliation</p> <p><small>*If alleging retaliation for reporting improper government activity, select Retaliation for “whistle blowing” in the Non-Disciplinary section on the left side of this form.</small></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?

☐ No ☐ Yes

If yes, check the number of sheets attached:

☐ 1 ☐ 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.

You must submit this grievance within fifteen (15) calendar days of the alleged action or event via hand delivery, mail, or email to:

Office of Human Resources
Employee Relations
Albert H. Anderson Jr. Conference Center, Suite 137
Winston-Salem State University
Winston-Salem, NC 27110
ohr@wssu.edu

STEP 1 - MEDIATION

Once your Grievance Filing Form has been received, a Step 1 Mediation will be scheduled, generally within 35 calendar days of the date your form was submitted. Mediation provides an opportunity for the grievant and a designated university 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 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 Grievance Filing 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.

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. Time spent in the Informal Discussion or EEO Informal Inquiry process is not included in the 90-day timeframe.

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: