

## **EHRA Non-Faculty Grievance – How to File**

A completed EHRA Non - Faculty Grievance Form must be submitted to the Grievance and Workplace Violence Officer no later than thirty (30) calendar days from the date of the specific action giving rise to the Grievance. If there are multiple related actions in dispute, the Grievance must be filed no later than thirty (30) calendar days following the last or most recent of such actions.

Mail to: Employee & Management Relations, UNC Office of Human Resources, 104 Airport Drive, Chapel Hill, NC 27599-1045.

Fax to: Employee & Management Relations at 919-962-8658.

Deliver to: HR Service Center, Suite 1500, Office of Human Resources, 104 Airport Drive, Chapel Hill.

Contact: Romaine Cathey Cain, Grievance and Workplace Violence Officer, 919-843-6540, [ramaine.cain@unc.edu](mailto:ramaine.cain@unc.edu).