



**EHRA NON-FACULTY GRIEVANCE PROCESS  
RESPONDENT REPLY FORM**

**Please Note:** You must submit this Reply Form within the deadlines indicated below.

**PART 1: PERSONNEL INFORMATION**

Name:	<i>First</i>	<i>Middle</i>	<i>Last</i>
PID:		Today's Date:	

**PART 2: TYPE OF RESPONSE**

**Check the box for the type of Grievance Reply you are filing:**

RESPONSES	DEADLINE TO FILE
<input type="checkbox"/> Response to Step 1 Grievance from Complainant	Within 10 calendar days of receiving Step 1 Grievance Form
<input type="checkbox"/> Response to Step 2 Panel Recommendation	Within 15 calendar days of receiving Step 2 Recommendation

**PART 3: RESPONSE**

**A. DESCRIPTION. Indicate below your response. Be sure to address specifically the issues raised in the Step 1 Grievance (or Step 2 Panel Recommendation).**

**B. 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 4: CERTIFICATION**

I hereby certify that all information submitted on this Grievance Reply Form is true and complete to the best of my knowledge and belief.

Respondent's Signature:	Date:
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**Mail this form to:** Employee & Management Relations, UNC Office of Human Resources  
104 Airport Drive, CB# 1045, Chapel Hill, NC 27599-1045.

**OR Fax this form to:** Employee & Management Relations at 919-962-8658.

**OR Deliver this form to:** HR Service Center, Suite 1100, Office of Human Resources, 104 Airport Drive, Chapel Hill.