



SHRA GRIEVANCE SUPPLEMENTAL FILING FORM

Please Note: In order to continue your Grievance process, your completed “SHRA Grievance Supplemental Filing Form” must be received by the Grievance Officer in the Office of Human Resources by the deadline indicated in Part 2 below, or your Grievance will be closed. For more information, refer to the University System SHRA Employee Grievance Policy or contact Employee & Management Relations at emr@unc.edu or 919-843-3444.

For Office of Human Resources Use Only

PART 1: GRIEVANT INFORMATION

Grievant’s Full Name:	PID:
Department:	Grievance Case #:

PART 2: GRIEVANT’S DECLARATION OF INTENT

<p>AFTER STEP 1 MEDIATION PROCESS:</p> <p><input type="checkbox"/> Accept the outcome of the Step 1 Mediation</p> <p><input type="checkbox"/> Appeal the Step 1 Mediation to a Step 2 hearing</p> <p><i>(DEADLINE: Within 5 (five) calendar days of the date of the Mediation)</i></p>	<p>AFTER INFORMAL DISCUSSION PROCESS:</p> <p><input type="checkbox"/> Accept the outcome of the Informal Discussion</p> <p><input type="checkbox"/> Appeal the Informal Discussion to Step 1 Mediation</p> <p><i>(DEADLINE: Within 15 calendar days following the Informal Discussion)</i></p>
<p>AFTER EO INFORMAL INQUIRY PROCESS:</p> <p><input type="checkbox"/> Accept the outcome of the EO Informal Inquiry</p> <p><input type="checkbox"/> Appeal the EO Informal Inquiry to Step 1 Mediation</p> <p><i>(DEADLINE: Within 15 calendar days of receiving the Inquiry report)</i></p>	<p><input type="checkbox"/> Withdraw Grievance from consideration</p>

PART 3: WHAT HAPPENS NEXT

The Grievance Officer will review your submission for eligibility.

If you are appealing to Step 1 Mediation:

- The Grievance Officer will schedule a Step 1 Mediation, generally within 35 calendar days of the date you submitted your “SHRA Grievance Initial Filing Form.” Your department will designate a “Respondent” who will participate in the Mediation with you. The Grievance Officer will inform you of the date, time, and location of the Mediation.
- If Mediation does not resolve the issue, you have five (5) calendar days from the Mediation date to submit an “SHRA Grievance Supplemental Filing Form” to Employee & Management Relations in order to continue the Grievance process.

If you are appealing to Step 2 Hearing:

- The Grievance Officer will schedule a Hearing, generally within thirty-five (35) calendar days of the date you submit this form. Your department will designate a “Respondent” who will participate in the Hearing with you. You will receive additional information regarding the Hearing process from the Grievance Officer in advance of the Hearing date.
- The Hearing Panel will consider the evidence provided and make a recommendation to the Chancellor (or designee), who will make a final decision on the Grievance for the University.

PART 4: GRIEVANT CERTIFICATION

I hereby certify that all information submitted on this “SHRA Grievance Supplemental Filing Form” and any supporting documentation is true, complete to the best of my knowledge and belief, and filed in good faith. I understand that I must continue to meet the performance and conduct expectations of my employment during this Grievance process.

Signature:	Date:
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Mail this form to: Employee & Management Relations, UNC Office of Human Resources, 104 Airport Drive, 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 1500, Office of Human Resources, 104 Airport Drive, Chapel Hill.