



SHRA GRIEVANCE DECLARATION FORM

Please Note: Your completed SHRA Grievance Declaration Form must be received by the Grievance Coordinator 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.

PART 1: GRIEVANT INFORMATION

Grievant's Full Name:	First:	Mid:	Last:
Department:			PID:

PART 2: GRIEVANT'S DECLARATION OF INTENT

<p>AFTER INFORMAL DISCUSSION PROCESS: <i>(only available for specific Grievance actions/events. See Policy for more information)</i></p> <p>Accept the outcome of the Informal Discussion</p> <p>Do not accept the Informal Discussion outcome and proceed to Step 1 Mediation</p> <p><i>(DEADLINE: Within 15 calendar days following the Informal Discussion)</i></p>	<p>AFTER STEP 1 MEDIATION PROCESS:</p> <p>Accept the outcome of the Step 1 Mediation.</p> <p>Do not accept the Step 1 Mediation outcome and proceed to Step 2 Hearing.</p> <p><i>(DEADLINE: Within 5 calendar days of the date of the Mediation)</i></p>
<p>AFTER EQUAL OPPORTUNITY AND COMPLIANCE OFFICE PROCESS:</p> <p>Accept the outcome of the Equal Opportunity and Compliance office process.</p> <p>Do not accept the Equal Opportunity and Compliance office outcome and proceed to Step 1 Mediation.</p> <p><i>(DEADLINE: Within 15 calendar days of Equal Opportunity and Compliance office decision)</i></p>	<p>Withdraw Grievance from consideration.</p>

PART 3: WHAT HAPPENS NEXT

The Grievance Coordinator will review your submission for eligibility. If eligible, the next steps are outlined below:

If you are proceeding to Step 1 Mediation:
The Grievance Coordinator will schedule a Step 1 Mediation with the Office of State Human Resources generally within 35 calendar days of the date you submitted the SHRA Grievance Declaration Form. Your department will designate a "Respondent" who will participate in the Mediation. The Grievance Coordinator will inform you of the date, time, and location of the Mediation.

- ◆ *If Mediation does not resolve the issue, you will have five (5) calendar days from the date of the conclusion of the Mediation to submit an SHRA Grievance Declaration Form to the Grievance Coordinator to continue the Grievance process.*

If you are proceeding to Step 2 Hearing:
The Grievance Coordinator will schedule a Hearing, generally within thirty-five (35) calendar days of the date you submit an SHRA Grievance Declaration Form for Step 2 Hearing. Your department will designate a "Respondent" who will participate in the Hearing. You will receive additional information regarding the Hearing process from the Grievance Coordinator 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 (see Policy for more details about the Hearing process).



PART 4: GRIEVANT CERTIFICATION

I hereby certify that all information submitted on this SHRA Grievance Form and any supporting documentation is true, complete to the best of my knowledge and belief, and filed in good faith. I understand that submitting this form does not ensure the grievance will be found in my favor, and that I must continue to meet the performance and conduct expectations of my employment during this Grievance process.

Signature:

Date:

Email this form to:

Grievance Coordinator at grievance@unc.edu

OR

Hand-Deliver this form to:

Office of Human Resources Main Reception,
Suite 1500, Administrative Office Building (AOB),
104 Airport Drive, Chapel Hill.

If using an envelope, clearly write "Attention: Grievance Coordinator".