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I. POLICY

It is the policy of The University of North Carolina that the grievance process exists to allow for prompt, fair and orderly resolution of disputes arising out of employment. The University of North Carolina has therefore adopted this University SHRA Employee Grievance Policy to further these goals as approved by the State Human Resources Commission.

II. OBJECTIVES

In establishing this University SHRA Employee Grievance Policy, the University seeks to achieve the following objectives:

- A.** Provide procedural consistency across The University of North Carolina;
- B.** Ensure SHRA employees have access to an internal process to address grievable issues timely, fairly, cost effectively, and without fear of reprisal; and
- C.** Resolve workplace issues efficiently and effectively.

III. DEFINITIONS

The following are definitions of terms used in this policy:

TERM	DEFINITION
Applicant	A person (including a current State employee) who submits an application for an initial hire, promotion or reemployment for a SHRA position within the University.
Career State Employee	A State employee who is in a permanent position with a permanent appointment and has been continuously employed by the State of North Carolina or a local entity as provided in G.S. 126-5(a)(2) in a position subject to the North Carolina Human Resources Act for the immediate 12 preceding months. Employees who are hired by a State agency, department or university in a sworn law enforcement position and who are required to complete a formal training program prior to assuming law enforcement duties with the hiring agency, department or university shall become career State employees only after being employed by the agency, department or university for 24 continuous months.
Complainant (EEO only)	An applicant, probationary State employee, former probationary State employee, career State employee or former career State employee who initiates an informal complaint through the Equal Employment Opportunity (EEO) Informal Inquiry process.
Contested Case Issue	A grievable issue that may be appealed to the Office of Administrative Hearings (OAH).
EEO/AA Officer	The University Officer responsible for Equal Employment Opportunity / Affirmative Action.
Equal Employment Opportunity Informal Inquiry (EEO Informal Inquiry)	An informal process for addressing unlawful discrimination, harassment, or retaliation allegations that may facilitate a resolution prior to the filing of a grievance. This process is equivalent to the institution's internal complaint process for allegations of a violation of an institution's non-discrimination and equal opportunity policy. <i>[Note: Complaints or reports of Title IX Sexual Harassment and appeals of Title IX determinations of responsibility are investigated and resolved through the institution's Title IX complaint process.]</i>