

Formal grievances (with the exceptions of the disciplinary actions that can be grieved under UNC-GA SHRA Grievance Policy, and of non-disciplinary separation from employment due to unavailability), employees will be required to have an *Informal Discussion* with their supervisor(s) or other appropriate representative regarding the alleged event or action to attempt to address complaints or concerns at the lowest possible level prior to filing a formal grievance. For allegations of unlawful or prohibited discrimination, harassment, or retaliation, employees will now utilize an [Equal Employment Opportunity Informal Inquiry](#) process to attempt to first address the complaint.

PART 1: PERSONAL INFORMATION

Your Full Name:	<input type="text"/>	Home/Cell Phone:	<input type="text"/>
Position Title:	<input type="text"/>	Work Phone:	<input type="text"/>
Temporary: (YES OR NO)	<input type="text"/>	Email:	<input type="text"/>
Home Street Address:	<input type="text"/>	Case #: (office use only)	<input type="text"/>
Home, City, State, Zip:	<input type="text"/>	Empl ID: (office use only)	<input type="text"/>
Department Name:	<input type="text"/>	Hire Date: (office use only)	<input type="text"/>
Campus Work Location:	<input type="text"/>	Career State Employee Status: (office use only)	<input type="text"/>
Immediate Supervisor:	<input type="text"/>	2nd-Level Supervisor: (office use only)	<input type="text"/>

PART 2: SPECIFIC CONCERN(S)

Date of alleged event or action that is the basis of the complaint:

State specific concern(s) or complaints(s):

PART 3: INFORMAL PROCESS

Have you already met with your supervisor (or higher level manager) to try and resolve your concern? NO YES

Date of meeting:

Who did you meet with (provide name/title):

Did you receive a written response from the person you met with: NO YES

Date of response (attach copy to this document):

PART 4: RESOLUTION RESULTS

What would you like to have happen:

PART 5: CERTIFICATION

Signature: Date: