

UNC Charlotte

Informal Discussion Process

Grievances regarding any issue, excluding unlawful discrimination, harassment or retaliation, disciplinary actions, and non-disciplinary separation due to unavailability, **require** an **Informal Discussion** with the immediate (or other appropriate) supervisor in the employee's chain of command prior to moving forward to the formal grievance.

1. The Grievant must complete and submit an "[SHRA Grievance Initial Filing Form](#)" to Employee Relations within **15 calendar days** of the issue/event being grieved.
2. Employee Relations will review the grievance for eligibility. If it is an eligible grievance the employee's supervisor or appropriate supervisory official will be informed of the request for an informal discussion. The supervisor is responsible for attempting to resolve the grievable issue with the employee.
3. The Informal Discussion should be completed within a **15 calendar day** timeframe from the date the employee submitted the "SHRA Grievance Initial Filing Form" to Employee Relations.

Note: Informal Discussion may be extended, if progress is being made toward a successful resolution to the dispute or unavoidable circumstances (e.g. illness, academic calendar), if both parties agree to an extension. This extension must be agreed to in writing and approved by HR.

4. If requested, a representative from the Human Resources Employee Relations Office will serve as a content and procedural resource advisor during these discussions, and work with both parties to strive for a timely resolution to the workplace dispute.
5. The outcome of the Informal Discussions must be clearly communicated to the employee by the supervisor or appropriate supervisory official in writing.
6. If the Grievant is not satisfied with the outcome of the Informal Discussion process, the Grievant will have fifteen (15) calendar days from receipt of the written decision regarding the matter or the process expiration date to submit an "[SHRA Grievance Supplemental Filing Form](#)" to Employee Relations to continue the grievance process.