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# HR POLICY ALERT

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**POLICY ALERT:** HR/POL- 04082014

**RELEASE DATE:** April 8, 2014

**HR PROGRAMS :** HR ADMINISTRATION & EMPLOYEE RELATIONS

**EFFECTIVE DATE:** MAY 1, 2014

## The University of North Carolina System

# SPA EMPLOYEE GRIEVANCE POLICY

NCCU Faculty and Staff:

Effective May 1, 2014, the University SPA Employee Grievance Policy (the “policy”) will replace North Carolina Central University’s grievance policy and the state’s mediation and grievance process policy. This policy incorporates a number of changes required by state law (HB834) and will apply to all grievances filed on May 1 or after. The policy applies to all universities in the UNC system and is designed to provide a consistent process for prompt, fair, and orderly resolution of disputes arising out of employment.

There are a number of important changes in the new University SPA Employee Grievance Policy that we want to highlight:

1. The policy more clearly defines who may file a grievance and updates the list of grievable issues according to these definitions.
2. The policy establishes a 15 calendar day period within which an employee can file a grievance, following the occurrence of an alleged grievable issue.
3. The policy also establishes two informal processes that give employees and their supervisors (or other appropriate personnel) an initial opportunity to resolve workplace disputes before an employee files a formal grievance:
  - For alleged unlawful or prohibited discrimination, harassment, or retaliation, employees will now utilize an Equal Employment Opportunity Informal Inquiry process to attempt to more quickly resolve the complaint.
  - For policy violations (with the exception of disciplinary actions and non-disciplinary separation due to unavailability), employees will have an Informal Discussion with their supervisors or other appropriate personnel regarding the alleged event or action to attempt to more quickly resolve the



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grievance.

4. If the informal processes are not successful, the policy includes mediation as a presumed step in the formal grievance process for most grievances. Mediators will be assigned by the Office of State Human Resources, and will not be employees from our campus.
5. All grievances must now go through the process prescribed in the University SPA Employee Grievance Policy prior to being able to file an appeal with the Office of Administrative Hearings (if applicable).

The complete University SPA Employee Grievance Policy describes both the informal processes and the formal internal grievance process and can be accessed at the UNC General Administration website at [[http://www.northcarolina.edu/sites/default/files/documents/university\\_spa\\_employee\\_grievance\\_policy\\_effective\\_5-1-14\\_-\\_final.pdf](http://www.northcarolina.edu/sites/default/files/documents/university_spa_employee_grievance_policy_effective_5-1-14_-_final.pdf)] or the North Carolina Central University Document Library at link [http://www.nccu.edu/formsdocs/proxy.cfm?file\\_id=2666](http://www.nccu.edu/formsdocs/proxy.cfm?file_id=2666) .

We encourage you to carefully read this new policy. The policy is designed to allow for thoughtful, open review of concerns, while affording employees and their supervisors the ability to resolve disputes as informally as possible. If you have any questions about the policy or the grievance process, please contact Daphne Richardson, Employee Relations Manager at 919-530-6920 ([drichardson@nccu.edu](mailto:drichardson@nccu.edu)) or Linc Butler, Chief Human Resources Officer at 919-530-5214 ([linc.butler@nccu.edu](mailto:linc.butler@nccu.edu)).

In conjunction with the release of this policy replacement, the Human Resources Department will offer open forums that will be structured to:

- Ensure employees have access to and are informed regarding the replacement policy that defines the internal process of grieving issues.
- Educate employees and the university regarding all policy changes and their application to grievances filed on and after May 1, 2014.
- Provide an open exchange forum for employees to ask questions and receive responses from key stakeholders regarding policy objectives and employee responsibilities.

Information regarding the developing open forums and their dates, times and locations will be forthcoming.