SHRA Grievance and Appeal

Policy 601.6

NOTE: For purposes of all Appalachian State University policies, references to SPA (subject to the State Personnel Act [former terminology]) shall be interchangeable with SHRA (subject to the State Human Resources Act [current terminology]); and references to EPA (exempt from the State Personnel Act [former terminology]) shall be interchangeable with EHRA (exempt from the State Human Resources Act [current terminology]).

1 Introduction

1.1 Appalachian State University (ASU) has established this grievance and appeal process in order to comply with the University of North Carolina System SHRA Employee Grievance Policy, as it may be amended from time to time. The purpose of this policy is to allow for prompt, fair, and orderly resolution of disputes arising out of employment, consistent with goals approved by the State Human Resources Commission.

1.2 This policy will be posted in the ASU Policy Manual and will be available in hard copy and electronically from the Office of Human Resources. New SHRA employees will be informed of these grievance and appeal procedures during the new employee orientation session. In the event there is a change to these procedures, SHRA employees will be notified no later than 30 days prior to the effective date of the change.

2 Scope

2.1 This process applies to former employees and employees in positions that are subject to N.C. Gen. Stat. § 126-1 et seq. (the State Human Rights Act). This process also applies to applicants for positions that are subject to the State Human Rights Act. A covered person’s rights to file a grievance under this process will depend upon the person’s status (e.g., former employee, applicant, career State employee, probationary State employee) and whether the person has presented a grievable issue under the process.

3 Definitions

3.1 The definitions set forth in - The University of North Carolina System SHRA Employee Grievance Policy are incorporated in their entirety. The term “University” as incorporated in this policy shall refer to Appalachian State University.

4 Policy and Procedure Statements

4.1 Appalachian State University adopts as its policy The University of North Carolina System SHRA Employee Grievance Policy, as it may be amended from time to time. That policy is incorporated here in its entirety.

5 Additional References

Policy 108 Equal Opportunity
Policy 110 Discrimination, Harassment and Retaliation
SHRA Employee Grievance Form

6 Authority

3. Title II, Civil Rights Act of 1964, as amended (42 U.S.C. 2000a, et seq.)
5. Title VII, Civil Rights Act of 1964, as amended (42 U.S.C. 2000e, et seq.)
7. Family Medical Leave Act (29 U.S.C. 2601, et seq.)
7 Contact Information

Office of Human Resources, 828.262.6769

8 Original Effective Date

November 22, 2011

9 Revision Dates

October 17, 2014
August 29, 2016
November 20, 2017