



NC Department of Public Safety

01/21/2016 Version

EMPLOYEE GRIEVANCE - STEP 1 MEDIATION

To file a grievance, you must submit this form within 15 calendar days of the event (or knowledge of the event) that you are grieving; otherwise, your grievance cannot be accepted. Please review the [Employee Grievance Policy](#) for specific information and timeframes regarding the grievance process.

Date of Alleged Event or Action _____ BEACON Personnel # _____
 Full Name _____ Race White Black Asian Hispanic American Indian
 Home Address _____ Gender Male Female
 City _____ State _____ Zip Code _____ Home Phone # _____
 County _____ Work Phone # _____
 Email address _____ Cell/Alternate Contact # _____

Employment Information

Work Division _____ Work City _____
 Position Title _____ Work County _____
 Work Shift Day Evening Night Employment Status Applicant Career Former Career
 Schedule Rotating NO YES Hours (e.g, 8 - 5) _____ Probationary Former Probationary

Informal Discussion/EEO Informal Inquiry - Please check the applicable box below:

YOU MAY NOT PROCEED TO STEP 1 MEDIATION UNTIL YOU HAVE COMPLETED THIS SECTION

For grievances that allege unlawful discrimination, harassment, or retaliation, an employee must first file a complaint through the [EEO Informal Inquiry process](#). All other grievable issues, except dismissal, demotion, suspension without pay and separation due to unavailability, must first be addressed through the [Informal Discussion](#).

Informal Discussion Date Completed _____
 Not Required - Only applies to Disciplinary or Separation Due to Unavailability (without an allegation of discrimination).

Type of Grievance - Please check all applicable boxes below:

Disciplinary - Lack of Just Cause for: <input type="radio"/> *Dismissal <input type="radio"/> *Demotion <input type="radio"/> *Suspension without Pay	Separation - Improper use of: <input type="checkbox"/> *Separation due to Unavailability
Policy Violation - Denial of: <input type="radio"/> Hiring or promotion due to failure to post position <input type="radio"/> Veteran's Preference <input type="radio"/> *Reemployment or hiring due to denial of RIF Priority <input type="radio"/> *Promotion due to failure to give priority consideration	Other Grievable Issues <input type="radio"/> Inaccurate and misleading information in file (Excludes the contents of a performance appraisal and written disciplinary action) <input type="radio"/> *Overall performance rating of less than "meets expectations" or equivalent

EEO Informal Inquiry Date Completed _____

Discrimination - In regard to: <input type="checkbox"/> Hiring <input type="checkbox"/> Promotion <input type="checkbox"/> Compensation <input type="checkbox"/> Training <input type="checkbox"/> Work Assignments <input type="checkbox"/> Overall Performance Rating <input type="checkbox"/> RIF <input type="checkbox"/> Dismissal <input type="checkbox"/> Demotion <input type="checkbox"/> Suspension without Pay Based on: <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Sex <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Genetic Information <input type="checkbox"/> Political Affiliation	Retaliation - In regard to: <input type="checkbox"/> Hiring <input type="checkbox"/> Promotion <input type="checkbox"/> Compensation <input type="checkbox"/> Training <input type="checkbox"/> Work Assignments <input type="checkbox"/> Overall Performance Rating <input type="checkbox"/> RIF <input type="checkbox"/> Dismissal <input type="checkbox"/> Demotion <input type="checkbox"/> Suspension without Pay <input type="checkbox"/> ***"Whistle Blower" Harassment - Based on: <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Sex <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Genetic Information <input type="checkbox"/> Political Affiliation
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Note: * Only career or former career state employees may grieve these issues.
** Only probationary/former probationary or career/former career state employee may grieve these issues.

Summary of Grievance

For your grievance to be eligible for consideration, you must provide a clear and concise summary supporting your claim. Please include any relevant dates for the issue(s) being grieved. You may attach up to a maximum of 2 additional pages if necessary. Failure to provide an adequate summary of your grievance may result in this form being returned to you for completion.

Were additional sheets attached? NO YES If yes, check the number of sheets attached: 1 2

(Grievant's Signature)

(Date Signed)

**Submit completed form to
Department of Public Safety
Grievance Intake Coordinator, via:**

Mail:
512 N. Salisbury Street
4201 Mail Service Center (MSC)
Raleigh NC 27699-4201

Hand Deliver to:
State Capitol Police
417 N. Salisbury Street
Raleigh NC 27603

Faxes will NOT be accepted.

OR email to: Grievance.Appeals@ncdps.gov

Received by:

(Typed/printed name)

(Signature)

(Date Signed)

Employees have the right to present a grievance free from interference, restraint, coercion, or reprisal.