

The University of North Carolina at Asheville

EPA NON-FACULTY EMPLOYEE REQUEST FOR REVIEW FORM

To file a formal request for review, an employee is required to complete and submit this form to the Human Resources Department in accordance with the guidelines of the University's *Review Procedures for EPA Employees*. All sections must be completed. (Attach additional sheets if necessary.)

A. EMPLOYEE INFORMATION

Name _____

Position Title _____ Department _____

Campus Address _____ Work Telephone _____

Home Address _____ Home Telephone _____

Date of Incident _____ Supervisor _____

_____ **Employee requests an additional 10 days to file a formal grievance** (fill out the form to this point, then sign and date the form below.)

B. Requesting Review Based On: (please check one)

- Unlawful discrimination (i.e. based on race, religion, sex, age, disability, national origin, or sexual orientation*)
- Violation of the First Amendment of the U.S. Constitution (see policy)
- Request to review decisions concerning intent to discharge for cause
- Violation of applicable notice requirement concerning discontinuation or termination of employment with notice
- Interpretation and application of any provision of the University's employment policy for EPA Non-Faculty employees
- Inaccurate or misleading information in a personnel file
- Dissatisfaction with decisions pertaining to a reasonable accommodation request

*Sexual orientation discrimination claims cannot be grieved past the Chancellor.

C. State the specific reason(s) for the Request for Review:

D. State the specific resolution being requested:

Employee Signature

Date