



EHRA Non-Faculty Employee Review and Appeal Form

DIRECTIONS:

To file a formal review and appeal, this form must be completed and returned to the Department for People Operations, Success, and Opportunity at EmployeeRelations@ecu.edu and in accordance with the guidelines of the University's regulation regarding the Review Process and Procedure for EHRA Non-Faculty Employees. All sections must be completed.

EMPLOYEE INFORMATION

First _____ Middle _____ Last _____

Position _____ Department _____

Banner ID _____ E-mail _____ Home Phone _____ Cell Phone _____

Home Address _____

APPEAL INFORMATION

Respondent (Supervisor/Manager) _____

Date of Incident _____

State the specific reason(s) for this appeal: (Attach additional sheets if necessary) _____

State the specific resolution being requested: (Attach additional sheets if necessary) _____

STATEMENT OF NON-RETALIATION: Employees have the right to use this procedure free from threats or acts of retaliation, coercion, restraint, discrimination, or reprisal. Employees may not be retaliated against for participating in the Review and Appeal process.

CERTIFICATION: I hereby certify that all information submitted on this EHRA Non-Faculty Employee Review and Appeal Form is true and complete to the best of my knowledge and belief. I understand that if I continue to be employed by the University during the resolution of this appeal, I must continue to meet the performance and conduct expectations of my employment.

Employee Signature _____ Date _____