



## **Procedures for Reporting Unlawful Workplace Harassment:**

Any former employee, full-time or part-time employee with either a permanent, probationary, trainee, time-limited permanent or temporary appointment who feels that he/she has been unlawfully harassed in the workplace must do the following:

1. Submit a written complaint to the Office of Equal Employment/Affirmative Action and Diversity within 30 calendar days of the alleged harassing action. A prompt and impartial investigation will be made of all cases alleging unlawful workplace harassment based on presented facts surrounding the misconduct.
2. Winston-Salem State University shall respond with appropriate remedial action within 60 calendar days from receipt of written complaint unless the 60 day period has been waived and the grievant has acknowledged such waiver. Waiver and acknowledgement shall be in writing.
3. Winston-Salem State University shall provide a written response to the grievant, including the grievance process, when the University has determined what action, if any, will result from the grievant's written complaint.
4. After the University's 60 calendar days (or less if waived) response period has expired, the grievant may appeal directly to the Office of Administrative Hearings within 30 calendar days if not satisfied with the University's response.
5. An individual with a grievance concerning a denial of employment, promotion, or transfer, or concerning a demotion, layoff, transfer or termination due to discrimination based on age, sex, race, color, national origin, genetic information, religion, creed, political affiliation or handicapping condition as defined by G. S. 168A-3, or a grievance based on retaliation for opposition to alleged discrimination may still appeal directly to the Office of Administrative Hearings. Grievances based on genetic information can only be appealed through an agency/university internal grievance procedure or directly to the Equal Employment Opportunity Commission (EEOC).
6. Complaints may be filed simultaneously under Title VII with the Equal Employment Opportunity Commission (EEOC).

*A constituent institution of the University of North Carolina.*

*Winston-Salem State University is dedicated to providing equal opportunity in admissions and employment based on merit, and without discrimination based on race, color, creed, religion, gender, national origin, age, disability or veteran status, according to state and federal laws.*