



NC Department of Public Safety

Informal Discussion Worksheet

NOTE: A request for an Informal Discussion must occur within 15 calendar days of the alleged event or action that is the basis of the grievance. Please review the [Employee Grievance Policy](#) for specific information and timeframes regarding the grievance process.

Date of Alleged Event or Action _____ BEACON Personnel # _____

Employee's 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

I. What is the grievable issue to be discussed?

Policy Violation - Denial of:

- Hiring or promotion due to failure to post position
- Veteran's Preference
- *Reemployment or hiring due to denial of RIF Priority
- *Promotion due to failure to give priority consideration

Other Grievable Issues

- Inaccurate and misleading information in file (Excludes the contents of a performance appraisal and written disciplinary action)
- *Overall performance rating of less than "meets expectations" or equivalent
- "Whistle Blower" **

* Only career or former career state employees may grieve these issues.

** Only probationary/former probationary or career/former career state employee may grieve this issue.

2. What is/are the remedy(ies) sought by the employee/applicant?

3. Consultation notes with management and HR:

REMINDER: Submit completed Forms 554 (pages 1 and 2 of this form) and 554a (page 3 of this form) within **15 calendar days** of the alleged event or action that is the basis of the grievance to the Human Resources Grievance Intake Office by email (Grievance.Appeals@ncdps.gov) and retain a copy for your records. The employee/applicant receives a copy of the completed Form 554a (page 3) **ONLY**.

Informal Discussion Worksheet (cont'd)

Employee's Full Name _____

BEACON Personnel # _____

Date Employee/Applicant Requested Informal Discussion _____

Date of Informal Discussion _____

4. Discussion notes with the employee/applicant:

(Supervisor/Personnel's Signature & Title)

(Date Signed)

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

REMINDER: Submit completed Forms 554 (pages 1 and 2 of this form) and 554a (page 3 of this form) within **15 calendar days** of the alleged event or action that is the basis of the grievance to the Human Resources Grievance Intake Office by email (Grievance.Appeals@ncdps.gov) and retain a copy for your records. The employee/applicant receives a copy of the completed Form 554a (page 3) **ONLY**.



Outcome of Informal Discussion (Following Informal Discussion)

Date of Alleged Event or Action _____

Employee's Full Name _____

BEACON Personnel # _____

Date Employee/Applicant Requested Informal Discussion _____

Date of Informal Discussion _____

(Name of Supervisor/Personnel conducting the Informal Discussion)

(Title of Supervisor/Personnel conducting the Informal Discussion)

REMINDER: Submit completed Forms 554 (pages 1 and 2 of this form) and 554a (page 3 of this form) within **15 calendar days** of the alleged event or action that is the basis of the grievance to the Human Resources Grievance Intake Office by email (Grievance.Appeals@ncdps.gov) and retain a copy for your records. The employee/applicant receives a copy of the completed Form 554a (page 3) **ONLY**.

(Supervisor/Personnel's Signature)

(Date Signed)

The outcome of the informal discussion shall be communicated to the employee/applicant in writing. **NOTE:** The employee must complete any of the required Informal Processes **AND** file to the Formal (Step 1 Mediation) within the **SAME 15 calendar days** of the alleged event or action that is the basis of the grievance.