

## **STAFF GRIEVANCES**

### **Background**

Staff members not covered by collective agreements shall have access to an orderly process for resolving grievances related to their employment. The process must follow the rules of natural justice.

The Assistant Superintendent, Employee Services is responsible for the administration of this administrative procedure.

### **Procedures**

1. Every attempt will be made to resolve employment related difficulties informally, prior to the filing of a formal grievance.
2. Grievances are to be submitted in writing to the staff member's immediate supervisor.
3. Staff members may ask for the assistance of the Assistant Superintendent, Employee Services, a fellow employee, or a representative of their employee organization to assist them in resolving the grievance.
4. When a grievance is not settled by the immediate supervisor, it will be referred for resolution, in writing, to the next more senior official in the Division.
5. In the event that a grievance remains unsolved, it will be referred to the Assistant Superintendent, Employee Services, who will review the matter to ensure the rules of natural justice have been respected.
6. Grievances not settled through steps 2 and 4, will be referred to the Superintendent for resolution.
7. If the grievance cannot be settled by the Superintendent, then the grievance will be forwarded to the Board who will hear the matter and make a decision.

Reference: Relevant Legislation & Guidelines