



## Staff Grievances - Procedure

Procedures for addressing informal and formal grievances follow.

### 1. Informal Grievance Procedure

**STEP 1:** Before proceeding with the formal grievance process, workplace disagreements will be discussed with the appropriate Director/Principal or Direct supervisor within five (5) working days from the date of occurrence of the incident which gave rise to the grievance. The Director/Principal or Direct supervisor shall reply in writing to the employee within five (5) working days.

### 2. Formal Grievance Procedure

If the grievance cannot be resolved informally, the following formal procedure shall be followed. Director/Principal is responsible for managing the grievance procedure.

**STEP 2:** Failing satisfactory settlement at Step 2, the employee may, within five (5) working days, present the grievance in writing to the Director/Principal who shall submit a ruling in writing within ten (10) working days.

Employees reporting directly to the Director/Principal shall proceed from Step 2 to Step 3

**STEP 3:** If the employee is not satisfied following the completion of Step 3 (Step 2 for employees reporting directly to the Director/Principal), the employee may, within five (5) working days, present the grievance in writing to the Board. The Board, at its next regular scheduled meeting, shall arrange and convene a meeting (conference call or in-person) to discuss the merits of the grievance. The Board will submit a ruling within ten (10) working days of the date of the Board meeting at which it was considered.

### 3. Representation

At any stage in the grievance procedure where the parties have agreed to discuss the grievance, The written statement shall be signed only by the employee presenting the grievance.

#### **4. Withdrawal of Grievance**

If the employee presenting the grievance wishes to withdraw the grievance at any time during the grievance procedure, the employee shall indicate the withdrawal of the grievance in writing to the Director/Prinipal.

#### **5. Time Limits**

The time limits may be extended by mutual agreement.

#### **Documentation**

Documentation regarding grievances will be filed separately and will form part of the employee's personnel file. The final ruling by the Director/Principal or the Board will be placed in the employee's personnel file.

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