



GRIEVANCES – SUPPORT STAFF

A grievance is defined as a dispute raised by an employee arising from the interpretation, application or alleged violation of Frontier School Division’s policies and its regulations. The goal of the grievance process is the satisfactory resolution of workplace issues. Frontier School Division recognizes the value of informally resolving workplace issues prior to presenting a formal grievance.

At the informal stage of the grievance process, an employee who feels that a grievance exists is encouraged to discuss the matter with the Principal/supervisor. Principals/supervisors play a valuable role in informally attempting to find solutions to issues. Discussion and broad, creative development and evaluation of options often will lead to the resolution of complex and sensitive situations. Frontier School Division encourages the use of this process.

The formal stage of the grievance process should only be instituted when the informal approach is inappropriate or has been unsuccessful. If the grievance cannot be resolved informally, the grievance procedure outlined in the attached regulation will be followed.

Frontier School Division shall ensure that no employee suffers reprisals or reduction in status as a result of having presented a grievance or having represented an employee in a grievance.

Adopted September 1, 2009		
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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 Principal/supervisor within five (5) working days from the date of occurrence of the incident which gave rise to the grievance. The Principal/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. The Human Resources Coordinator is responsible for managing the grievance procedure.

STEP 2: Failing satisfactory settlement at Step 1, the grievance may be presented in writing to the Human Resources Coordinator within five (5) working days. After being provided with the grievance, the Human Resources Coordinator shall investigate and provide a response in writing to the employee within ten (10) working days.

STEP 3: Failing satisfactory settlement at Step 2, the employee may, within five (5) working days, present the grievance in writing to the Chief Superintendent. The Chief Superintendent shall submit a ruling in writing within ten (10) working days.

Employees reporting directly to the Chief Superintendent shall proceed from Step 2 to Step 4.

STEP 4: If the employee is not satisfied following the completion of Step 3 (Step 2 for employees reporting directly to the Chief Superintendent), the employee may, within five (5) working days, present the grievance in writing to the Board of Trustees. 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 employee presenting the grievance may be represented by a person of his/her choice. All written statements 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 Human Resources Coordinator.

5. Time Limits

The time limits may be extended by mutual agreement.

6. Documentation

Documentation regarding grievances will be filed separately and will not form part of the employee's personnel file. The final ruling by the Chief Superintendent or the Board of Trustees will be placed in the employee's personnel file.

Adopted September 1, 2009		
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Grievance Form

A grievance is defined as a dispute raised by an employee arising from the interpretation, application, or alleged violation of Frontier School Division’s policies and regulations.

An employee who feels that a grievance exists is encouraged to discuss the matter with the Principal/Supervisor as the first step. This grievance form is used only when discussion with the Principal/Supervisor (Step 1, the informal grievance procedure) was unsuccessful. The formal procedure shall be followed in accordance with Regulation E.5.B-R.

EMPLOYEE NAME: _____
(Please Print)

TITLE/POSITION: _____

SCHOOL/LOCATION: _____

NATURE OF GRIEVANCE
(Provide details regarding any alleged violation of Frontier School Division’s policies and/or regulations.)

RESOLUTION REQUESTED ON GRIEVANCE
(Indicate how you feel this grievance should be resolved.)

Signature of Employee _____ Date _____

Date Submitted to Human Resources Coordinator _____

Step 1, Letter from Principal/Supervisor to Employee attached.

Adopted January 12, 2010		
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