


Employee Conflict Resolution and Grievance

		Adopted: June 28, 2011 Amended: July 23, 2018
	External References: <ul style="list-style-type: none"> • Education Act: Sections 85 • The Saskatchewan Employment Act • Local Authority Freedom of Information and Protection of Privacy Act • Saskatchewan Teachers' Provincial Collective Bargaining Agreement. • Sun West Teacher Local Bargaining Agreement • CUPE Local 4802 Collective Bargaining Agreement 	Internal References:

Background

Any employee of the Division who feels they have a grievance of a serious nature concerning their contract, welfare, or other Division matter is to be granted an opportunity to submit a grievance.

Clear communication is key to ensuring matters are discussed and addressed in a respectful manner. It is important that conflicts are dealt with as they arise. The goal is to resolve conflict in the best possible manner for all concerned.

Definition

For the purpose of this administrative procedure, a *grievance* includes any disagreement with respect to the meaning, application, or violation of the employee contract with the Board. This includes interpretation and implementation of administrative procedures.

Procedures

1. Grievance by a Teacher
 - 1.1 Procedures for grievances are outlined in the local collective agreement between the Board and Sun West Teachers' Association and the Saskatchewan Teachers' Provincial Collective Bargaining Agreement.
2. Grievance by a Member of the Canadian Union of Public Employees (CUPE)
 - 2.1 Procedures for grievances are outlined in the collective agreement between the Board and the CUPE local.
3. Grievance by Out of Scope Employees
 - 3.1 Employees are to endeavour to settle grievances through appropriate administrative channels. If unsatisfied with the decision of the immediate supervisor the employee may forward the grievance to the Director.
 - 3.2 Grievances which cannot be settled in the above manner are to be brought to the attention of the Board, before any other action is initiated. The written statement is to contain evidence that procedures above have been carried out.
 - 3.3 The Board is to render its decision within thirty (30) calendar days of receiving the written notice.