

Administrative Procedure 144

Dispute Resolution Process for Staff

Schools are expected to make every reasonable effort at the school and division level to resolve disputes or concerns co-operatively and collaboratively with staff. The first expectation in a staff dispute is that a resolution be reached between the affected parties. When an agreement cannot be reached, the next step is for the staff member to discuss the issue with their immediate supervisor. Should the issue exist between the supervisor and a staff member, it would be the expectation that the staff member inform the supervisor of their issue and seek resolution. If a resolution cannot be found, the next step is for the staff member to forward their concerns in writing to the Associate Superintendent Human Resources. If after this step no resolution has been reached, the staff member should put forward their concerns in writing to the Superintendent of Schools and seek resolution. Staff members are expected to follow the appropriate resolution process for disputes.

If the above procedure has been followed and no resolution has been reached, and the dispute or concern is of a nature where the employee feels their employment contract has been violated, then staff members may activate the rights provided to them through their Collective Agreement, Terms of Employment, Contract of Employment, Education Act and/or Labour Relations Code.

Staff Appeal Process

Staff members should make every reasonable effort to resolve disputes or concerns using the appropriate dispute resolution process prior to appealing to the Board of Trustees. Appeal requests are to be submitted in writing to the Secretary Treasurer and follow appropriate timelines as outlined in the Collective Agreement, Terms of Employment, Contract of Employment, Education Act and/or Labour Relations Code. The Board of Trustees will respond in writing to establish a hearing date. The hearing date will comply with timelines as outlined in the Collective Agreement, Terms of Employment, Contract of Employment, Education Act and/or Labour Relations Code. If no timelines are established, time will be of the essence.

Prior to the hearing, appropriate documentation will be provided to the Board of Trustees (if applicable), Division Office Executives, and the disputant(s). At the hearing, the disputant(s) will have the opportunity to present his/her/their case to the Board of Trustees. After the hearing, the Board will notify the disputant(s) of their decision in writing.

References: Education Act, Sec. 41, 42(1)-(8), 43(1)-4, 44(1)-(3)

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