

ADMINISTRATIVE POLICY No. 509

GRIEVANCE (FEBRUARY 2007)

Any employee of Prairie Spirit School Division who feels he or she has a grievance of a serious nature concerning his or her contract, welfare, or other divisional matter is to be granted an opportunity to submit a grievance.

PROCEDURES

1. Grievance by a Teacher

- a. A grievance includes any disagreement with respect to the meaning, application, or violation of LINC contract, provincial agreement, or teacher-board contract. This includes interpretation and implementation of Administration policy.
- b. Teachers are to endeavour to settle grievances through appropriate administrative channels before approaching the Board of Education.
- c. Grievances which cannot be settled in the above manner should be brought to the attention of the Board of Education in writing before any other action is initiated. The written statement is to contain evidence that steps under (b) above have been carried out.
- d. The Board is to strike a Grievance Committee that is to consist of five members: two appointed by Prairie Spirit School Division Teachers' Association, two appointed by the Board, and an individual acceptable to both the Board and School Division Teachers' Association. The mutually agreed upon individual is to act as chair.
- e. The Grievance Committee is to render a recommendation to the Board within fifteen days of receiving the written notice. The Board is to render a decision within fifteen days of receiving the recommendation. This decision may be appealed to the Board of Education.

- f. If the grievance is not resolved to the satisfaction of the teacher(s), the teacher(s) may refer the grievance for disposition under the provisions of *The Education Act, 1995*.
- g. At any point during these grievance procedures either party may be represented by counsel.

2. Grievance by a Member of the Canadian Union of Public Employees (CUPE)

- a. Procedures for grievances are as outlined in the collective agreement between the Board of Education and the CUPE local.

3. Grievance by an Employee Other than Teachers or CUPE members

- a. For the purpose of this policy, a grievance includes any disagreement with respect to the meaning, application, or violation of the employee-board contract. This includes interpretation and implementation of Administrative policy.
- b. Employees are to endeavor to settle grievances through appropriate administrative channels before approaching the Board.
- c. Grievances which cannot be settled in the above manner should be brought to the attention of the Board of Education, before any other action is initiated. The written statement is to contain evidence that steps under (b) above have been carried out.
- d. The Board of Education is to render its decision within thirty days of receiving the written notice.
- e. If the grievance is not resolved to the satisfaction of the employee(s) within thirty days of submission to the Board, the employee(s) may refer the grievance for disposition under the provisions of the *Saskatchewan Labour Standards Act*.
- f. At any point during these grievance procedures, either party may be represented by counsel.