



DISTRICT PRACTICE 4410

MANAGEMENT OF UNION GRIEVANCES

DEFINITIONS

Grievance is a complaint related to the interpretation or application of a collective agreement provision. Collective agreements form the employment contract for unionized employees.

Grievance process is a prescribed and orderly process and is established by the collective agreement to resolve grievances. Grievances are generally filed by the union on behalf of the employee(s). Conversely, a policy grievance deals with issues that may affect all employees and do not have a specific employee griever.

DISTRICT PRACTICE

1. RESPONSIBILITY AND AUTHORITY

- 1.1 The Assistant Superintendent is responsible for the interpretation, application, and administration of collective agreements. The Assistant Superintendent may delegate grievance coordination to other members of the human resources staff consistent with their positions.

2. GRIEVANCE PROCESSES

- 2.1 Occasionally, members of the senior leadership team are called upon to deal with problems, complaints, and differences of opinions. When these come from the interpretation, application, or operation of one of the School District's collective bargaining agreements, then a (collective agreement) grievance may result. Each collective agreement provides for a specific grievance procedure that involve various levels of senior leadership representatives at different steps of the process.

3. GRIEVANCE MANAGEMENT IN-SERVICE TRAINING

- 3.1 The human resources department will periodically offer an in-service training program for effective grievance management. Contact the human resources department for more information.



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4. MANAGING GRIEVANCES, PHILOSOPHY & RESPONSIBILITIES

- 4.1 The School District desires differences be resolved before they become grievances or at the lowest possible step of the grievance procedure.
- 4.2 Employer representatives participating at step 1 or 2 of the grievance procedure, are responsible for ensuring that no new contractual undertakings are agreed upon, implicitly or explicitly, by their independent action or inaction when managing a grievance resolution. This includes resolutions which would change past practices, amend past interpretations of the contract or increase costs or pay beyond that are in place prior to the grievance.
- 4.3 “Without prejudice” resolutions occurs where a union representative is involved and agrees to not make reference to such resolutions in any other forum now or in the future, can be a useful resolution tool.
- 4.4 Grievance meetings shall be conducted in a business-like manner. No representative from either side should engage in disrespectful conduct nor be subjected to intimidating behavior. If such conduct occurs, then the meeting may be adjourned.
- 4.5 Grievances are intended to be a constructive way to address contractual issues. No retaliatory action is to be taken against employees or union representatives because they have grieved or represented other members of the union in the grievance process.

5. THE NEED FOR EFFECTIVE COMMUNICATIONS AND RECORDS

- 5.1 Effective communications and district-wide consistency are an integral part of the effective management of grievances. Employer representatives attending grievance meetings will ensure that notes are taken regarding the meeting and discussions are captured in a manner that can be understood by a third party.
- 5.2 During a grievance meeting, management representatives will allow the employee or union representatives to present their views and ask questions so the employer representative can fully understand the union’s view as to who, when, where, why, and what specifically happened.
- 5.3 There is no need to make a grievance decision at the meeting. The grievance procedure allows time to consult, gather additional information, and reflect on the grievance after the meeting has been concluded

[POLICY 4410 GRIEVANCE MANAGEMENT](#)

ADOPTED: December 14, 2021

Amended:



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6. INFORMED DECISION-MAKING

- 6.1 Management representatives dealing with a grievance must contact an appropriate human resources manager to ensure application of relevant legislation, past practices, existing interpretations, and past resolutions, or if they require any other assistance.
- 6.2 The jurisdiction for the direct handling of grievances on behalf of the School District often shifts as the grievance moves through the various steps. A management representative responsible for one of the early steps in the process is encouraged to consult, prior to the grievance meeting or prior to rendering a grievance decision, with the person responsible for the next step in the grievance procedure.