

## **GRIEVANCE BY AN EMPLOYEE: NON-TEACHING; NON-CUPE**

### **Background**

An employee who has a disagreement with an employee-Division contract or the interpretation of administrative procedures may proceed with a grievance procedure.

### **Procedures**

1. Employees are encouraged to settle grievances through appropriate administrative channels – immediate supervisor, department supervisor, Director.
2. If the matter has not been satisfactorily resolved using administrative channels, a written statement to the Board shall outline the grievance. There shall be evidence that above steps have been carried out in a timely fashion.
3. Normally, the grievance will be received by the Board at the next regular meeting.
4. If the grievance is not satisfactorily resolved, the employee may refer the grievance for settlement under the provisions of the Saskatchewan Employment Act.
5. At the point of (4) either party may be represented by counsel.

Reference: Sections 85, 87, 175 Education Act  
Saskatchewan Employment Act

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