

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

GRIEVANCE PROCEDURE FOR NON-UNIONIZED STAFF	PNT 10.0 NPS 244-98
<p><u>POLICY:</u></p> <p>IT SHALL BE THE POLICY OF THE NIPISSING-PARRY-SOUND CATHOLIC DISTRICT SCHOOL BOARD to provide an effective means for all staff not covered by a Collective Agreement, to bring problems concerning their well-being at work to the attention of administration.</p> <p><u>ADMINISTRATIVE REGULATIONS:</u></p> <ol style="list-style-type: none">1. A grievance is defined as any formal complaint regarding an employment situation deemed unjust.2. All grievances will be submitted in writing.3. Every effort will be made to resolve differences through informal discussion before formal methods are used.4. Proceedings may terminate at any level, if the complainant so indicates in writing, or fails to pursue the complaint within the specified time limit. <p><u>ADMINISTRATIVE PROCEDURES:</u></p> <p><u>Level One</u></p> <p>An employee with a grievance, will discuss the complaint with the immediate supervisor within five (5) working days of the incident which gave rise to the grievance. The immediate supervisor will attempt to resolve the dispute informally and will render a decision in writing within five (5) working days of receiving the grievance.</p> <p><u>Level Two</u></p> <p>Should the grievor be dissatisfied with the decision of the immediate supervisor, he\she will refer the matter in writing, if applicable, to the appropriate superintendent within (5) working days of receipt of the reply of the immediate supervisor. The statement of grievance will indicate the name of the grievor, state the facts giving rise to the grievance, identify, if applicable, by specific reference any Board policy, or conditions of employment alleged to be violated and indicate the relief sought. The Superintendent concerned will answer the grievance in writing within ten (10) working days of receipt of the statement of grievance.</p>	

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<p><u>Level Three</u></p> <p>A grievor dissatisfied with the decision of the superintendent will refer the matter in writing to the Director of Education, within five (5) working days of receiving the reply of the superintendent. The statement of grievance will indicate the name of the grievor, the facts giving rise to the grievance, if applicable, the policy or conditions of employment alleged to be violated, and the relief sought. The Director of Education will answer in writing within ten (10) working days of receipt of the statement of grievance.</p> <p><u>Level Four</u></p> <p>If the grievor does not accept the decision of the Director of Education, the individual may, within five (5) working days of receipt of the decision, appeal to the Board. The appeal shall be in writing and a copy provided to the Director of Education. The grievor will be granted a hearing if so requested and the Board will, within twenty (20) working days, deliver its written decision in the form of a resolution.</p> <p>Combines former English Section D1 & Board C2</p>	