

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-15

SUBJECT: **STAFF GRIEVANCE PROCEDURE**

SECTION: Personnel

APPLIES TO: Non-Union, Regular Employees

EFFECTIVE: November 16, 2005

15.1 **DEFINITION**

The parties (Employee and Corporation) are agreed that it is of the utmost importance to adjust complaints and grievances concerning the interpretation or alleged violation of working conditions as quickly as possible.

15.2 Any regular employee who feels he/she has a grievance concerning working conditions, departmental inconsistencies, unfair treatment, harassment, or any matter that is a violation of the Employment Standards Act, shall be entitled to make a grievance either verbally or in writing.

15.3 For the purpose of this Procedure, a grievance shall be defined as any difference between the parties as outlined in 15.2 above and shall, at the request of either party, be dealt with as follows:

15.4 Except under abnormal circumstances or areas covered under other governing legislation, no grievance shall be considered where the circumstances giving rise to it occurred or originated more than five (5) full working days before the filing of the grievance.

15.5 **PROCEDURE**
STEP ONE

When a grievance occurs, the aggrieved employee(s) shall first submit the grievance orally or in writing to their supervisor. Within four (4) working days the supervisor shall answer the grievance.

STEP TWO

Failing satisfactory settlement of the grievance at Step One, the aggrieved employee(s), if he/she so desires, may submit the grievance to the Department Head in writing (with a copy going to the Chief Administrative Officer) within four (4) days; and the grievance shall be heard through a meeting with the Department Head within four (4) days of such submission; and a decision in writing will be issued by the Department Head within four (4) days of such meeting.

STEP THREE

Failing satisfactory settlement within four (4) days after receiving the decision under Step Two, the aggrieved employee(s), together with a representative of the Employee if he/she so desires and the Department Head, may present the grievance, in writing, to the Chief Administrative Officer who shall meet with them and subsequently give the Corporation's position on the grievance. A decision shall be given in writing within five (5) days after the grievance was presented to the Chief Administrative Officer. The decision of the Chief Administrative Officer is not subject to appeal.

15.6 **EXTENSION OF TIME LIMITS**

The time limits fixed in the grievance procedure may be extended by mutual consent, in writing. In determining the time in which any stage is to be taken under the foregoing provisions of this procedure, Saturdays, Sundays and Statutory Holidays shall be excluded.