
Resolving Grievances for Administrative, Professional and Technical Employees

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

- 1.1 The University of New Brunswick supports the view that grievances with employees should be dealt with in a just and expeditious way.

2.0 Applicability

- 2.1 University-wide
- 2.2 This policy statement applies to all employees (with the exception of the President, the Vice-Presidents, the Deans, Associate Deans and Assistant Deans) of the University of New Brunswick who are not covered by a collective agreement. This group is defined as the Administrative, Professional and Technical group for the purposes of this policy.

3.0 Definitions

- 3.1 **GRIEVANCE** : A grievance may arise when an employee believes he or she is not being treated in accordance with the University's policies and procedures. A grievance may not arise from the matters covered by the Policy and Procedure on Salary Administration for Administrative, Professional and Technical Staff, and the dismissal section of the Policy and Procedure Concerning Termination of Employment of Administrative, Professional and Technical Staff.

4.0 Implementation

- 4.1 **PROCEDURES: INFORMAL DISCUSSION** : An employee who feels a grievance exists is encouraged to discuss the matter informally with the appropriate Supervisor, Department Head, Dean or Director in the hope that the discussion may lead to a resolution of the problem.
- 4.2 **GRIEVANCE FORM** : The employee who feels that a grievance remains unresolved after an informal discussion has taken place may proceed to formal grievance by completing a Grievance Form.
- 4.3 **LEVEL I OR LEVEL II**
 - 4.3.1 The grievor is to obtain a copy of the Grievance Form from the Department of Human Resources & Organizational Development at which time he or she will be advised whether the grievance is to be submitted at Level I and/or Level II and also as to the appropriate person or persons who will hear the grievance at Level I and/or Level II.

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- 4.3.2 The grievance submission should state clearly, and in as much detail as possible, the nature of the grievance, the remedy sought, and all relevant issues including the portion of policy that it is believed has been violated. Matters not raised in the grievance submission cannot be properly considered at any subsequent hearing.
- 4.4 **LIMITATION PERIOD:** The Grievance Form must be submitted within twenty (20) working days of the grievable event.
- 4.5 **NOTIFICATION OF HEARING:** Persons hearing the grievance will contact the grievor and any other individuals considered relevant to the grievance and arrange a date for a hearing.
- 4.6 **PURPOSE OF HEARING:** The purpose of a hearing is to provide the grievor with an opportunity to present his or her case on the basis of the written grievance as stated in the Grievance Form.
- 4.7 **DISPOSITION(S):** The person hearing the grievance will render a written disposition to the grievance within ten (10) working days of the date of the hearing. Copies of the disposition will be forwarded to the grievor and the Department of Human Resources & Organizational Development.
- 4.8 **LEVEL II :** The employee who does not agree with the Level I disposition may proceed to a Level II by submitting the Grievance Form and the Level I disposition to the person designated to hear the grievance at Level II.
- 4.9 **FINAL DECISION:** The decision at Level II is final and binding.
- 4.10 **LIMITATION PERIOD:** The Level II grievance must be delivered within (10) working days of the date of the Level I disposition.
- 4.11 **LIMITATION PERIODS:** The limitation periods set out in this policy are intended to be mandatory and as such require strict observance. Failure to comply with the limitation periods will constitute waiver of any rights to the grievance procedures set out in this policy.
- 4.12 **ASSISTANCE AND CONSULTATION:** Employees, who engage the procedures set out herein are entitled to be accompanied, assisted or have their case presented by one other employee, provided the employee is an Administrative, Professional or Technical Support Staff Employee.
- 4.13 **EMPLOYEE'S FILE:** Copies of all notices and dispositions resulting from application of this policy will be kept in the employees file in the Department of Human Resources & Organizational Development. Access to the employees file is subject to the applicable policies and procedures of the University.



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5.0 Interpretation and Questions

- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to the Human Resources Consultant (Employment) at 453-4648.