



**Consideration of Employee Concerns**

**Board Received:** September 29, 2014

**Review Date:** October 2017

**Policy Statement:**

The Grand Erie District School Board recognizes that every employee or group of employees has the right to approach the Board with the object of discussing, without prejudice, concerns regarding their employment.

Notwithstanding the foregoing, an employee or group of employees who are members of a bargaining unit shall have concerns related to their collective agreement handled pursuant to the collective agreement (ie. Grievance/arbitration process or negotiations).

**Accountability:**

- 1. Frequency of Reports – As needed
- 2. Severity Threshold – As needed
- 3. Criteria for Success – Enhanced access to the Board by Employees  
– Clear communication of Board decisions

**Procedures:**

Briefs or presentations (not related to collective bargaining issues) by employees or employee groups may be presented to the Board or a Committee of the Board, subject to the guidelines provided below.

- 1. Concerns shall first be pursued through the appropriate communication routes. The initial step would be to pursue the matter through their principal/supervisor.
- 2. If the matter is unresolved at this stage it should be submitted to the appropriate Superintendent. If the Superintendent is the employee’s immediate supervisor, the matter is referred to the Director.
- 3. If the matter under consideration has not been resolved to the satisfaction of the employee or group of employees within six (6) weeks, they may request an opportunity to present the matter to the Board. The employee or group of employees will make such request(s) through the Director of Education to the Board Chair. At that point, the Board may deal with it or it may appoint an “ad hoc” committee for that purpose.
- 4. If the concern is presented to the Board, it will be in the form of a delegation. All procedures and protocols related to a delegation are outlined in Board By-Law 11 (Delegations) or Board By-Law 18 (Personnel Matters to be Considered In-Camera).
- 5. The final decision of the Board will be communicated to the employee or group of employees by the Director of Education or designate.