POLICY 8.5 – Dispute Resolution

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Effective Date: June 26, 2002

Revised: September 10, 1999

POLICY

1.00 A Select Administrative Group Employee (SAGE) may use this procedure without prejudice to his/her employment.

2.00 A dispute is defined as any work-related problem arising out of the interpretation, application, administration or alleged violation of the specific terms of the Policies. It is the mutual desire of SAGE and UWO that disputes should be addressed as quickly as possible. It is agreed that only one dispute concerning the same facts, incidents and alleged violation of these Policies will be recognized.

3.00 A group dispute shall be initiated should more than one employee be disputing the same alleged violation. All employees affected may sign the dispute but no more than two (2) affected employees may be present at the meetings during the dispute resolution/mediation process.

4.00 It is the mutual desire of the parties hereto that problems experienced by employees shall be addressed as quickly as possible, and it is understood that an employee must give the immediate Supervisor and/or Unit Budget Head the first opportunity to address the problem.

   a) The employee shall discuss the matter with the person in 4.00.

   b) If requested by the employee, a SAGE representative may be present and may participate in this informal discussion.

5.00 If a matter is not resolved as stated in 4.00, the dispute must be submitted to the Associate Vice-President (Human Resources) (or designate). The Associate Vice-President (Human Resources) (or designate) shall convene a meeting with the complainant, who shall be accompanied by one (1) SAGE representative to discuss the dispute and shall respond to the dispute in writing to the complainant within (7) days of this meeting.

6.00 If the matter is not resolved as stated in 4.00 and 5.00, the dispute shall proceed to the Mediation level as described in Policy 8.6 Mediation.