

**CODE:** FBM.AR

**EFFECTIVE DATE:** (29-01-2020)

**TOPIC:** Grievance Process

**ISSUE DATE:** (29-01-2020)

**REVIEW YEAR:** (2014)

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## REGULATION

1. The Superintendent of Schools will forward any grievance to the respective school principal or Decision Unit Administrator, with copies to Human Resources and General Counsel. Human Resources will prepare a draft reply for the Superintendent of Schools in consultation with General Counsel and the principal or Decision Unit Administrator.
2. The parties may agree to non-binding mediation.
3. If a solution is not found, and if a grievance advances to the interpretations committee, the Decision Unit Administrator, a representative from Staff Relations or General Counsel will be responsible for presenting the Administration's case. If the Union or the Administration requests interpretations committee, copies of such a request will be sent to the Board Secretary, Human Resources and General Counsel.
4. If the grievance advances to an arbitration board, the Superintendent of Schools will refer the request to General Counsel to represent the Division. Copies of the Union's request for an arbitration board will be sent to General Counsel and Human Resources.