

## **NON-ASSOCIATION STAFF DISPUTES**

### **Background**

The Superintendent has the authority to implement a dispute process for non-association staff. The process must follow the rules of natural justice including, but not limited to: timeliness; the right to be heard; the right to protection from arbitrary or unreasonable action; the right to an opportunity to present the case fully; the right to counsel; the right to disclosure of evidence; the right to an unbiased decision; and the right to reasons for a decision.

### **Procedures**

1. Every attempt shall be made to resolve employment-related difficulties informally, prior to the initiating formal dispute resolution.
2. Disputes shall be submitted in writing to the staff member's immediate supervisor.
3. Staff members may ask for the assistance of the Director of Personnel to assist them in resolving the dispute.
4. When a dispute is not settled by the immediate supervisor, it will be referred for resolution, in writing, to the next more senior official.
5. In the event that a dispute remains unsolved, it will be referred to the Superintendent who will review the matter to ensure the rules of natural justice have been respected.

Reference: Section 18, 20, 60, 61, 113, 116, 117 School Act  
Employment Standards Code  
Labour Relations Act