

# **TOWN OF VULCAN**

## Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>PE-12</b>			<b>Grievance Procedure</b>
Approval	D/M/Y	Resolution #	
<b>Adopted</b>	<b>09/01/2012</b>	<b>12.012</b>	
<b>Amended</b>	<b>10.04.2017</b>	<b>17.145</b>	

### **STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process to address how the Town will respond to grievances in regards to Personnel Policies.**

#### **1. Grievance Procedure**

- 1.1** A grievance is any difference arising between employees of the Town, concerning the interpretation, application, operation or any alleged violation of council approved personnel policies.
- 1.2** An earnest effort shall be made to settle any grievance fairly and promptly in the following manner:

##### **Step I**

All grievances must be brought to the attention of the Employee's immediate Supervisor within ten (10) working days from the date of the incident giving rise to the grievance, or from the time the Employee first became aware of, or reasonably should have become aware of such incident, failing which such grievance will not be considered.

##### **Step II**

A grievance shall be filed in writing and shall contain a statement of the relevant facts, the provisions of the Policies which are affected, and the relief sought. Failing satisfactory settlement within five (5) working days after the dispute was submitted under Step I, the Employee(s) concerned, shall within ten (10) working days submit the matter in writing to the Municipal Administrator who shall render his decision in writing within five (5) working days after receipt of such notice.

##### **Step III**

Failing satisfactory settlement within five (5) working days after the dispute was submitted to the Municipal Administrator under Step II, the Employee(s) concerned, shall within ten (10) working days submit the matter in writing to Town Council who shall render their decision in writing within five (5) working days after receipt of such notice.

##### **Step IV**

Failing satisfactory settlement within five (5) working days after the dispute was submitted to the Town Council under Step III, the Employee(s) concerned, may submit the matter to the Alberta Labour Relations Board if it is felt that the Town of Vulcan is in contravention of Alberta Labour Laws.

**- END OF POLICY-**