

# CFRU Grievance Committee

Terms of Reference

Approved September 30 2013

## **Purpose**

To review complaints entailing decisions, actions any other internal disputes which cannot otherwise be resolved. Decisions of the Grievance Committee are final and not subject to further appeal. The Grievance Committee will look at disputes between Staff, Board, Station Manager and Volunteers in a timely manner.

## **Composition – Volunteers and Board Grievances/Conflicts**

The ad-hoc Grievance Committee shall be composed of 3 members:

- 1 staff member (or a board member, in a case where staff are involved in the dispute), specific to each case (appointed, voting)
- 1 Either the Station Manager or a Representative of the Board of Directors, whichever is more appropriate for the situation at hand, who acts as a Chair (appointed, non– voting, except in the case of a tie vote)
- 1 volunteer representative (elected, voting), specific to each case
- All members of the Committee must be members in good standing of CFRU
- In the case of a conflict of interest with regards to a voting member, the member will be asked to step back and be replaced by a different voting member of the same category

## **Composition – Staff Grievances**

The standing Grievance Committee shall be composed of 3 Board of Director members

## **Duties and Responsibilities**

- The committee shall operate in a manner consistent with provisions of the Bylaws, ABC's, Collective Agreement, Station Managers Contract and other station and Provincial/Federal Laws.
- All decisions of the Grievance Committee will be made in accordance with the CFRU Statement of Principles, Terms of Reference, and Active Policies.
- All parties dealing with the Grievance Committee must be familiar with these terms.
- The committee shall operate in a manner consistent with Collective Agreement Article #9, for all grievances arising from Staff complaints against the Board of Directors, its members or Station Manager.
- The Board Grievance Committee will complete the steps outlined in the Collective Agreement, including submitting material and meeting deadlines at least 2 business days before the stated maximums on the Collective Agreement.
- All other grievances or complaints will include an initial response to the complaint within 5 business days, to include a future time-line. Such complaints will first be addressed by the Station Manager, and if additional information, support or discussion is needed, the Board of Directors and the appropriate staff member (as determined between Staff and Station Manager), will be notified.
- Non-Staff Grievances will have a written report maintained in confidentiality by the Station Manager for a length of time outlined deemed appropriate by the committee, and consistent with provisions of the Bylaws, ABC's, Collective Agreement, Station Managers Contract and other station and Provincial/Federal Laws.

## **Accountability**

- These terms of reference can be amended by the Committee according to the Committee's decision procedure and pending the approval of the Policy Committee.
- The Committee shall keep a record of its meetings and present reports to the Board of Directors at the next Board Meeting or as requested.

## **Approved**

Drafted by Barry Rooke – Board Chair - March 2013

Reviewed by Station Manager – Barry Rooke – Sept 19 2013

Sent to BOD for Approval – September 2013

**Approved by: Board of Directors – September 30 2013**