



QUFA

Queen's University Faculty Association

QUFA Grievance Committee Terms of Reference

Approved by QUFA Council November 17, 2010

The Grievance Committee

1. The Grievance Committee shall consist of a minimum of five (5) Members of QUFA and the Grievance Chair, the Grievance Officer, the Executive Officer, and the President of QUFA. The Officers and President are non-voting members. The elected members shall be as representative as possible of the academic and cultural diversity of the University. Quorum shall be three (3) voting members.

2. The mandate of the Grievance Committee shall be:

i) to provide input and advice to the Grievance Officer on all grievances brought to the attention of the Grievance Committee;

ii) to provide other assistance in specific cases at the Grievance Officer's request;

iii) to assess any policy issues that arise in the context of individual grievances, and consider whether further action should be taken to address systemic problems;

iv) to bring policy issues of general concern to the attention of both Council and Executive, without breaching confidentiality or in any way jeopardizing the anonymity of potential grievors;

v) to monitor complaints, grievances, and other issues that come before the Grievance Committee for the purposes of identifying systemic discrimination and, where necessary, to consider whether a group or association grievance might be warranted;

vi) to monitor the practices of University administrators to ensure that the collective agreement is being respected;

vii) to make recommendations to the Executive Committee about whether to carry grievances forward to arbitration;

viii) to report at least twice a year to the Executive Committee and the Council; to report to the membership at large in a written report and/or an oral report at the two regular general meetings;



ix) to identify deficiencies in the collective agreement and to report, with recommendations, to the Executive Committee and the negotiating team.

3. If a majority of the voting members present at a Grievance Committee meeting disagrees with a decision of the Grievance Officer on how to proceed with any given grievance, the Committee may advise the Executive Committee of that disagreement and may make alternate recommendations to the Executive.

The Grievance Officer

1. The mandate of the Grievance Officer shall be:*

i) to investigate and assess individual and group complaints arising under the collective agreement and to make recommendations to the Grievance Committee and the Executive Committee about whether to carry grievances forward to arbitration;

ii) to handle grievances as they are carried forward to arbitration or settlement, alone or in association with legal counsel for the Association or with CAUT;

iii) to seek advice and guidance from the Grievance Committee on informal grievances without unduly breaching confidentiality;

iv) to obtain input from the Grievance Committee prior to proceeding to a Step 1 in any grievance, and to keep the Committee informed throughout the formal grievance process;

v) to consult the Grievance Committee on all matters pertaining to the jurisdiction of the Grievance Officer.

* this section is being referred to Staff Relations for the development of a new job description for the Grievance Officer

