

COMMITTEE CHARTER

Committee:	Grievance Committee
Committee Sponsor:	Mount Royal Faculty Association
Date Last Revised:	January 27, 2017

Mandate

The Grievance Committee shall assist the Executive Board in fulfilling its responsibilities for the processing and arbitration of grievances as stipulated in Article 8.2.3 of the Bylaws.

Authority

The Grievance Committee is a sub-committee of the MRFA Executive Board. It advises on grievances in accordance with the Grievance Procedure article of the Collective Agreement and assists the Vice-President Policy and Senior Grievance Officer and the President in fulfilling their responsibilities for processing grievances as outlined in Articles 9.4.4 and 9.2.6, respectively, of the Bylaws. Although the Grievance Committee makes a recommendation on whether to advance a grievance to arbitration, the authority for this decision rests with the Executive Board.

The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

Membership

The Grievance Committee shall consist of four members of the Executive Board:

- the Vice-President Policy and Senior Grievance Officer, who shall be chair;
- the President;
- the Vice-President, Negotiations;
- the Contract Member Representative; and
- two Assistant Grievance Officers who shall be tenured members appointed by the Executive Board.

Meetings

Meetings of the Grievance Committee shall be called as required by the chair. Quorum shall be four members of the committee, including the chair or designee.

Expected Activities

The Grievance Committee:

- may advise the Vice-President Policy and Senior Grievance Officer on interpretation of the Collective Agreement and on how best to proceed in attempting to resolve a grievance at Step 1;
- may provide advice, at the request of the Vice-President Policy and Senior Grievance Officer or the President, on seeking a legal opinion regarding interpretation of the Collective Agreement;
- shall, at the request of the Vice-President Policy and Senior Grievance Officer, provide a member to act as a support person for a Regular Member at a Step 1 grievance meeting;
- shall, at the request of the Vice-President Policy and Senior Grievance Officer, assist in stating a grievance in writing at Step 2;
- may advise the President on how best to proceed in attempting to resolve a grievance with the Provost and Vice-President, Academic at Step 2;
- may advise the two Association nominees serving on a Step 3 Grievance Committees on how best to proceed in attempting to resolve a grievance;
- shall, where a grievance has not been resolved at Step 2 or at Step 3, prepare a recommendation to the Executive Board on whether the grievance should be advanced to arbitration;
- shall review the outcomes of grievances and make recommendations, intended to prevent similar grievances, to the Executive Board regarding administration of the Collective Agreement and to the Negotiating Committee regarding changes to the Collective Agreement.

Resources

Support for the committee will be provided by the Mount Royal Faculty Association.