

CCHRSC'S
HR TOOLKIT



TOOL: Sample Dispute Resolution Policy

POSTED: October 2012

[INSERT YOUR ORGANIZATION'S NAME HERE]

DISPUTE RESOLUTION POLICY

<p>Policy type Personnel</p>	<p>Original effective date Unknown</p>
<p>Policy name and number Dispute resolution</p>	<p>Date of last amendment June 29, 2009</p>
<p>Policy</p> <p>Employees are encouraged to talk with the Executive Director to resolve any concerns or conflicts. In the event that an employee's concern is not being resolved, employees are welcome to approach the Board Chair or any member of the Board Personnel Committee to seek informal mediation or resolution before pursuing formal grievance procedures. Such informal action will, in no way, affect formal grievance procedures.</p> <p>The formal grievance procedures are as follows:</p> <ol style="list-style-type: none"> 1. Under normal circumstances, it is expected that an employee will first approach the Executive Director to attempt to resolve the problem. 2. In the event that the employee is unable to resolve the problem with the Executive Director, s/he must submit her/his detailed description of the problem and steps taken to resolve it to the Board's Personnel Committee. 3. The Personnel Committee will investigate the problem and has the discretion to hear verbal or written submissions from the employee and the Executive Director. 4. The Personnel Committee will provide the employee and the Executive Director with its decision in writing within a reasonable period of time after completing its investigation. 5. Within one week of reviewing the decision of the Personnel Committee, the Executive Director or the employee may appeal the decision of the Personnel Committee to the Board by providing the Board with written notice of appeal and reasons therefore. 6. Upon receiving written notice of an appeal, the Board will investigate the problem and may again request a written or verbal submission from the Executive Director and the employee. 	

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7. Within a reasonable time after the Board has completed its investigation, it will provide its decision in writing to the Executive Director and the employee. The Board's decision will be final.

Authority

The Executive Director is expected to participate in a thoughtful dispute resolution process with any employee who raises concerns.

If the Board becomes involved, the Board has ultimate authority.

Comments

Board Chair signature

Date signed

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