TERMS OF REFERENCE
URFA GRIEVANCE COMMITTEE

COMMITTEE MEMBERSHIP

Elected Members

There are 15 members elected from the following constituencies:

- Business Administration/Engineering 1 member
- Administrative/Professional/Technical 2 members
- Arts 1 member
- Education/Kinesiology & Health Studies 1 member
- Federated Colleges: Campion/Luther 1 member
- Fine Arts/CCE/Language Institute 1 member
- Social Work 1 member
- Laboratory Instructors 1 member
- Librarians/Archivists 1 member
- Science 1 member
- FNUniv: Faculty and APT 2 members
- Sessionals (UofR/Campion/Luther) 1 member
- At-Large 1 member

Committee members are elected in the Spring. Nominations are sought from each constituency. Each committee member is elected by their constituency for a three-year term with one third of the committee membership elected each year. The term of each member is from May 1st to April 30th. If there are no nominations from a constituency, volunteers will be solicited. After approval by the Grievance Committee these vacancies are filled.

The Chair of the Grievance Committee is elected each year. This position is in addition to the other fifteen Committee members. The term of office for the Chair is May 1st to April 30th of the following year. The election procedure and duties of the Chair are described later in this document.

The Vice Chair of the Grievance Committee is elected each year from the membership of the Grievance Committee. The term of office for the Vice Chair is May 1st to April 30th of the following year. The election procedure and duties of the Vice Chair are described later in this document.
The Past Chair of the Committee shall normally be the immediate Past Chair, or, when necessary, an earlier Past Chair, or, when necessary, a former Vice-Chair of the Grievance Committee. The term of office for the Past Chair runs from May 1st to April 30th of the following year.

Ex-Officio Members of the Grievance Committee

    URFA Chair
    Past Chair of the Grievance Committee

The Executive Director and the Professional Officer normally attend meetings of the Grievance Committee to provide information and assistance. The Members’ Service Officer may be invited to attend.

**QUORUM**

Six members of the Grievance Committee will constitute quorum.

**FUNCTION OF THE GRIEVANCE COMMITTEE**

The Grievance Committee is a standing committee of the URFA Executive Committee of URFA. Its membership is elected separately and is not drawn from the Executive Committee.

The Grievance Committee functions to ensure that the provisions of the URFA Collective Agreements are maintained and that all members of the Association are treated according to the principles of natural justice. It is the duty of Grievance Committee members to provide fair representation to all URFA members. Grievance officers are required to investigate complaints and attempt to resolve disputes informally. If a complaint cannot be resolved through informal discussion, grievance officers may make a recommendation to the Grievance Committee to proceed to the filing of a formal grievance. Although the Grievance Committee is not involved in the arbitration, it will be advised of the progress of the arbitration.

The Grievance Committee may also make a recommendation to the Executive Committee to proceed to arbitration in cases that are unresolved at stage one or two. In arbitrations arising from appeals the Grievance Committee makes recommendations to the Executive.

Policy Grievances may be formulated by the Executive Committee or by the Grievance Committee, and are filed by the Grievance Committee.
The Grievance Committee Chair may be involved in the appeals process seminar conducted by URFA for its members each year, as required.

The Grievance Committee provides members to act as observers at appeals hearings.

The Grievance Committee members will also bring to the attention of the Chair or Executive Director aspects of the Collective Agreement that require clarification or renegotiation.

Members of the Grievance Committee should keep themselves informed of cases as well as matters on which they are required to vote at Grievance Committee meetings. They are to consult the case file in the URFA office if necessary.

Members of the Grievance Committee will attend Grievance Committee meetings on a regular basis. In the instance of a member who fails to attend three consecutive meetings without prior discussion with the Chair, a motion may be made to terminate that member.

Members of the Grievance Committee will not incur expenses on behalf of URFA without first obtaining approval of the Chair.

All members of the Grievance Committee, including the Chair and the Vice-Chair, will disclose to the Grievance Committee their vested interest in any case, issue or person with which the Grievance Committee is or will be concerned. In these instances, and if the Grievance Committee member or the Grievance Committee believes it is warranted, the member will be excused from all dealings with the case, issue or person.

**Functions of the:**

**CHAIR**

The Grievance Committee forwards a nomination for Chair to the URFA Executive Committee. The Chair of the Grievance Committee is elected by the Executive Committee.

The Chair is a member of the URFA Executive Committee and the Internal Management Committee.

The Chair conducts regular meetings of the Grievance Committee and oversees preparation of meeting agendas. The Chair normally brings all recommendations of the
committee to a vote. In some circumstances the Chair will make decisions after consulting with as many Committee members as possible and report these actions to the next Grievance Committee meeting. For example such circumstances may arise due to emergency situations between regular meetings or during the summer months. The Chair assesses incoming complaints and assigns case officers from the Grievance Committee. Each case is normally assigned two case officers, neither of whom is a member of the faculty or unit in which the complaint originates.

The Chair shall report on the ongoing activities of the Grievance Committee at Executive Committee meetings. This report should include the number of complaints and/or grievances and basic information regarding these complaints. The Chair makes recommendations to the Executive on behalf of the Grievance Committee as required. The Chair also advises the Grievance Committee of relevant actions of the Executive.

The Chair will carry on required business with the Administration as a representative of the Grievance Committee, and will negotiate agreements on specific cases on behalf of the Grievance Committee. As much as possible prior approval of these agreements will be obtained from the Grievance Committee or Executive. In any case the results of such negotiations will be brought to the Grievance Committee for approval.

The Chair may be asked to attend conferences or workshops on labour related issues that require absence from campus during the academic year.

**VICE-CHAIR**

The Vice-Chair of the Grievance Committee is elected from the membership of the Committee. The Vice-Chair will carry out the duties of the Chair in the Chair’s absence such as chairing Grievance Committee meetings and over-seeing the normal activities of the Grievance Committee such as monitoring incoming complaints and assigning case officers. The Vice Chair should maintain contact with the URFA staff during the Chair’s absences. The Vice-Chair will take on the duties of the Chair during discussions of cases that involve the department or unit in which the Chair is a member.

**PAST CHAIR**

The Past Chair is responsible for chairing a committee of two to provide nominations for the positions of Chair and Vice-Chair or reviewing and revising the terms of reference of the Grievance Committee, recruiting members for the Grievance Committee when vacancies arise between annual elections.
ELECTION OF CHAIR/VICE-CHAIR

The Past-Chair and one other member of the Grievance Committee, selected by the Grievance Committee, will constitute a Nominating Committee to bring names to the Grievance Committee for these two positions. The names brought forward by the Nominating Committee will be circulated prior to the meeting of the Grievance Committee where these are considered. The Grievance Committee elects its Vice-Chair and forwards a nominee for the position of Chair to the Executive prior to May 1st.

October, 1999
Approved by the Executive on October 13, 1999.
Approved by the Executive on September 24, 2001.
Approved by the Executive on December 6, 2001.
Approved by the Executive on April 15, 2002.
Approved by the Executive on September 27, 2010.