

Grievance Committee Terms of Reference

Mandate

The Grievance Committee is a standing committee of URFA. 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 the Grievance Committee and its members to provide oversight to ensure fair representation to all URFA members in the grievance process.

Roles

The Grievance Committee performs four main roles:

1. Education
2. Providing oversight of URFA's handling of grievances/complaints
3. Academic career-progress appeals observers
4. Advisory to negotiation committees

Committee Membership

Members are elected from the following bargaining units/constituencies:

- U of R Academic: 2+ 2 alternates
- U of R APT: 1 + 1 alternate
- Luther College: 1 +1 alternate
- Champion College: 1 + 1 alternate
- First Nations University Academic: 1 +1 alternate
- First Nations University APT: 1 +1 alternate
- Sessional Lecturers: 1 + 1 alternate
- First Nations University Sessional Lecturers: 1+1 alternate

Ex-Officio Members

- URFA President
- URFA Executive Director
- Past Chair of the Grievance Committee
- URFA Member Service/Professional Officers

Terms of Membership

- Elected members serve a three-year term.
- Members' terms begin on May 1st of the year in which they are elected and run until April 30th of the third year of the term.
- Elected members taking a leave during their term will be considered "absent on leave" and will resume their three-year term upon their return from leave. The vacancy due to leave will be filled by the alternate, or in the case of no alternate, through a call for volunteers.
- Term of office for the Chair is May 1st of the year in which the Chair is elected to April 30th of the following year.
- Term of office for the Vice Chair is May 1st of the year in which the Vice Chair is elected to April 30th of the following year.
- Term of office for the Past Chair is May 1st of the year immediately following their term as Chair to April 30th of the following year.

Appointment to the Committee

- Nominations for members and alternates are sought from each bargaining unit/constituency.
- The Chair of the Grievance Committee may be nominated from outside or from within the committee membership by the members of the Grievance Committee and is approved by Executive Committee. If the Chair is selected from within the Grievance Committee, a replacement will be found for their former position on the committee. The Past Chair and one other member of the Grievance Committee constitute the Nomination Committee.
- The Vice-Chair is elected each year from the membership of the Grievance Committee.

Meetings:

Frequency of Meetings

- Regular meetings will be held at least monthly.
- Special meetings may be held at the call of the Chair.

Quorum

- One-third (1/3) of voting members of the Grievance Committee will constitute quorum.
- Alternates may be counted for quorum in the absence of the regular member.
- Ex-officio members do not count towards quorum.

Voting

- Alternates may vote in the absence of the regular member.
- Ex-officio members are non-voting members.
- Any Grievance Committee member who has a conflict of interest, as self-declared or determined by the Committee, shall recuse her/himself from any discussion of a file and shall not vote on that file.

Attendance

- Grievance Committee members will attend Grievance Committee meetings on a regular basis.
- If a member of the Grievance Committee is going to be absent from a meeting, they shall inform their alternate in advance, so that the alternate can attend in their stead.
- Academic members of the Grievance Committee, including alternates, shall request Tier II constraints on their teaching schedule for Tuesday afternoons (or to whatever time slot URFA may change the Committee's meeting times). Members should inform the URFA office immediately if these requests are not honoured.
- If a member fails to attend three consecutive meetings without prior communication with the Chair, a motion may be made to remove the member from the Grievance Committee. The alternate will be appointed to represent the bargaining unit/constituency for the remainder of the term.

Reporting

- The Grievance Committee shall keep minutes of its meetings. Details of cases will not be minuted however reports will be summarized and discussions will be generalized.
- Grievance Committee Report is a standing item on regular Executive Committee agendas.
- Grievance Committee Chair will report to the Executive Committee following each meeting of the Grievance Committee.
- Grievance Committee report is a standing item on regular Council of Representative agendas.

- Grievance Committee Chair will report at each meeting of the Council of Representatives.

Grievance Committee Terms of Reference will be reviewed every 5 years or when required.

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.

Approved by the Executive on February 27, 2018

Approved by the Executive on November 17, 2020

