

RESOLVING GRIEVANCES: WHO HAS RESPONSIBILITY?

Stages	Person Responsible	Consults With
		(Close consultation with the grievor is assumed throughout)
Step 1	School problem: Employee and Staff Rep District decision: VEAES Grievance Officer	<ul style="list-style-type: none"> • VESTA Grievance Officer • Staff Rep, if grievor is in a school • BCTF Field Service Staff
Step 2	VEAES Grievance Officer or designate	<ul style="list-style-type: none"> • Grievance Committee • BCTF Field Service Staff
Step 3	VEAES Grievance Officer or designate	<ul style="list-style-type: none"> • Grievance Committee • BCTF Field Service Staff
Reference to Arbitration	<p><i>VESTA Matters</i> – VEAES Executive Committee with recommendation from BCTF Field Service and Legal Services</p> <p><i>Provincial Matters</i> – BCTF in close consultation with local</p>	<ul style="list-style-type: none"> • Field Service • Legal
Arbitration Preparation & Hearing	Advocate determined by above process	<ul style="list-style-type: none"> • VEAES Grievance Officer • Grievance Committee • BCTF Field Service staff

Notes

- a. Variations in carriage up to the referral to arbitration may be made by the Grievance Committee.
- b. In some cases involving personnel matters, Field Service Staff or in some special cases, counsel may be assigned at earlier stages.

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VEAES AND BCTF**

STEP 1 REPORT

To be filled out by Staff Representative and Grievor

Please fill out together and submit a copy to the VEAES Grievance Officer immediately after the Step 1 meeting.

GRIEVOR _____

STAFF
REP _____

WORKSITE _____

NATURE OF GRIEVANCE: (State the problem and as many details as possible – who, when, where, what, why, etc.)

Collective Agreement article(s) you believe may be violated:

Step 1 meeting
date: _____

In
attendance: _____

Resolved Yes No

If "yes", state the resolution (this is on a "without prejudice" basis); if "no", provide the employer's position and provide notes of the meeting.

