



POLICY NO: 13

TITLE: Dispute Resolution Policy

Approval Date: December 18, 2019

POLICY STATEMENT

This policy is designated to provide an opportunity for Grande Prairie Regional Sport Connection employees to internally resolve disputes arising out of issues concerning the Progressive Discipline Policy (including end of employment). The dispute resolution process is also available if an employee believes there was a procedural flaw with the Progressive Discipline Policy.

13.1 Procedure

The dispute resolution process provides opportunities for the exchange of information between the concerned staff member and their immediate supervisor. The process will include in-person meetings and a review of any related documentation to ensure a full understanding of the circumstances, and to provide clarification on any issues.

13.2 Eligibility and Use of Dispute Resolution Process

All employees who have completed their initial orientation are eligible to use the Dispute Resolution Process. It may be used to appeal actions involving formal disciplinary written warnings, final warnings, suspension, and termination of employment.

Employees who refuse to abide by the guidelines established in the policy will forfeit their opportunity to participate in the internal process. If a staff member fails to meet the time limits established for a response, the dispute will be considered resolved and the Dispute Resolution process will be terminated.

13.3 Process

1. Notifying Immediate Supervisor

Staff is encouraged to address their concerns directly with their Immediate supervisor. Employees who intend to utilize this process should notify their immediate supervisor within 7 calendar days of the action that gave rise to the dispute. The Executive Director will inform the Human Resources Committee Chair on the Board of Directors.

2. Facilitation

If the immediate supervisor and the staff member cannot reach a satisfactory resolution, the staff member and the immediate supervisor are provided an opportunity to meet together with the Human Resources Committee of the Board of Directors and

attempt to resolve the dispute. If resolution is not reached during this step, the staff member may proceed to a Board Review. The staff member must notify the Human Resources Committee within 7 days of the facilitated conversation that they wish to move to Board Review.

3. Board Review

The staff member will meet with Board chair who will review the concern; the Board Chair will call a review meeting with other members of the board of directors to review the concern as a group. The Board will objectively review the dispute and provide a final recommendation within 7 business days of the request to take to Board Review. The recommendation from the Board review will be final.

If the dispute is between the Executive Director and the Board Chair:

The Executive Director will meet with the Human Resources Committee Chair on the Board of Directors who will review the concern; the Human Resources Committee Chair will call a review meeting with other members of the board of directors not involved in the dispute to review the concern as a group. The Board will objectively review the dispute and provide a final recommendation within 7 business days of the request to take to Board Review. The recommendation from the Board review will be final.

Code of conduct declaration

I, _____(Employee/Volunteer – please print), have read, understand and agree to abide by the Code of Conduct of the Grande Prairie Regional Sport Connection and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this _____ day of _____, 20_____.

(Volunteer/Employee - Signature)

Date Revised _____

Signature _____