

Terms and Conditions of Employment



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 203


1. Terms and conditions perceived unjust or inequitable

- a. Employees covered under a collective agreement should follow the grievance procedure established in the appropriate collective agreement to resolve any difference as to the interpretation, application, operation, contravention or alleged contravention of that agreement. It is in the best interests of the parties involved that such differences be resolved expediently and therefore the timelines must be adhered to unless there is agreement to the contrary.
- b. Employees not covered under a collective agreement should have recourse to the following procedure.
 - i. The employee shall report the concern to their immediate supervisor within ten (10) days of its occurrence. The employee and immediate supervisor shall meet and discuss the concern.
 - ii. If within three (3) working days the immediate supervisor has neither resolved the concern nor taken steps to satisfy the concern, the employee should, in written form, report the concern and the desired satisfaction to the assistant superintendent or equivalent responsible for their department. The employee, their supervisor, and the assistant superintendent shall meet forthwith and discuss the concern.
 - iii. If within five (5) working days there is still no resolution or steps taken to satisfy the concern, the employee may appeal to the superintendent or designate.

2. Conditions of employment perceived unsafe or inefficient

Any employee with knowledge of an unsafe or inefficient situation or condition shall report the concern.

- a. They should report it to their immediate supervisor.
- b. If the concern is a safety concern, the employee should notify Human Resource Services using a *Safety Concern Form*.
- c. If no action is taken to correct the situation within a reasonable time frame, it should be reported in writing along with the particulars to the assistant superintendent of Human Resource Services.
- d. If, within a reasonable time frame, there is still no resolution or steps taken to satisfy the concern, the employee may appeal to the superintendent.

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| Reference: Board Governance Policy EL# 5, EL#6 School Act Section 119 Employment Standards Code Labour Relations Code | Approved:  |
| | Date Approved: April 3, 2000 |
| Cross-reference: AP 200, 206, 212 | Date(s) Revised: June 12, 2002, November 15, 2002 |