

This is a policy document not a constitutional amendment. The collective agreement allows a 0.5 course reduction available for our grievance officer. This policy document lays out some responsibilities for that role.

Huron University College Faculty Association Grievance Officers Terms of Reference

Senior Grievance Officer: The Senior grievance officer will be entitled to a 0.5 course reduction each year. Responsibilities will include but not be limited to

--receiving all potential grievances brought to HUCFA and work with the Executive in addressing those matters.

--preparing grievance letters and representing HUCFA through the grievance process

--consulting with the Executive on contractual and other matters.

--advising the Executive on issues around grievances, potential grievances, and duties of fair representation.

--when time permits preparing materials and providing training to HUCFA and its members regarding grievances and the collective agreement.

--attend when possible CAUT and OCUFA grievance meetings and training

HUCFA will also have the position of

Junior Grievance Officer. This is an uncompensated service role

This member will be brought into conversation about all grievances and provide input. This person may or may not sit in on meetings throughout the grievance process.

The senior grievance officer will in some circumstances have the junior grievance officer take the lead role on grievances. Situations which may call for the junior grievance officer to assume the lead role include:

the Senior grievance officer has a conflict of interest in the matter under discussion

the workload of the grievance office is such that it is wise to divide the ongoing cases

the case seems an appropriate matter to allow the junior grievance officer to gain direct grievance experience.

The Junior grievance officer will attend CAUT and OCUFA grievance meetings and training when the Senior grievance officer is unavailable.