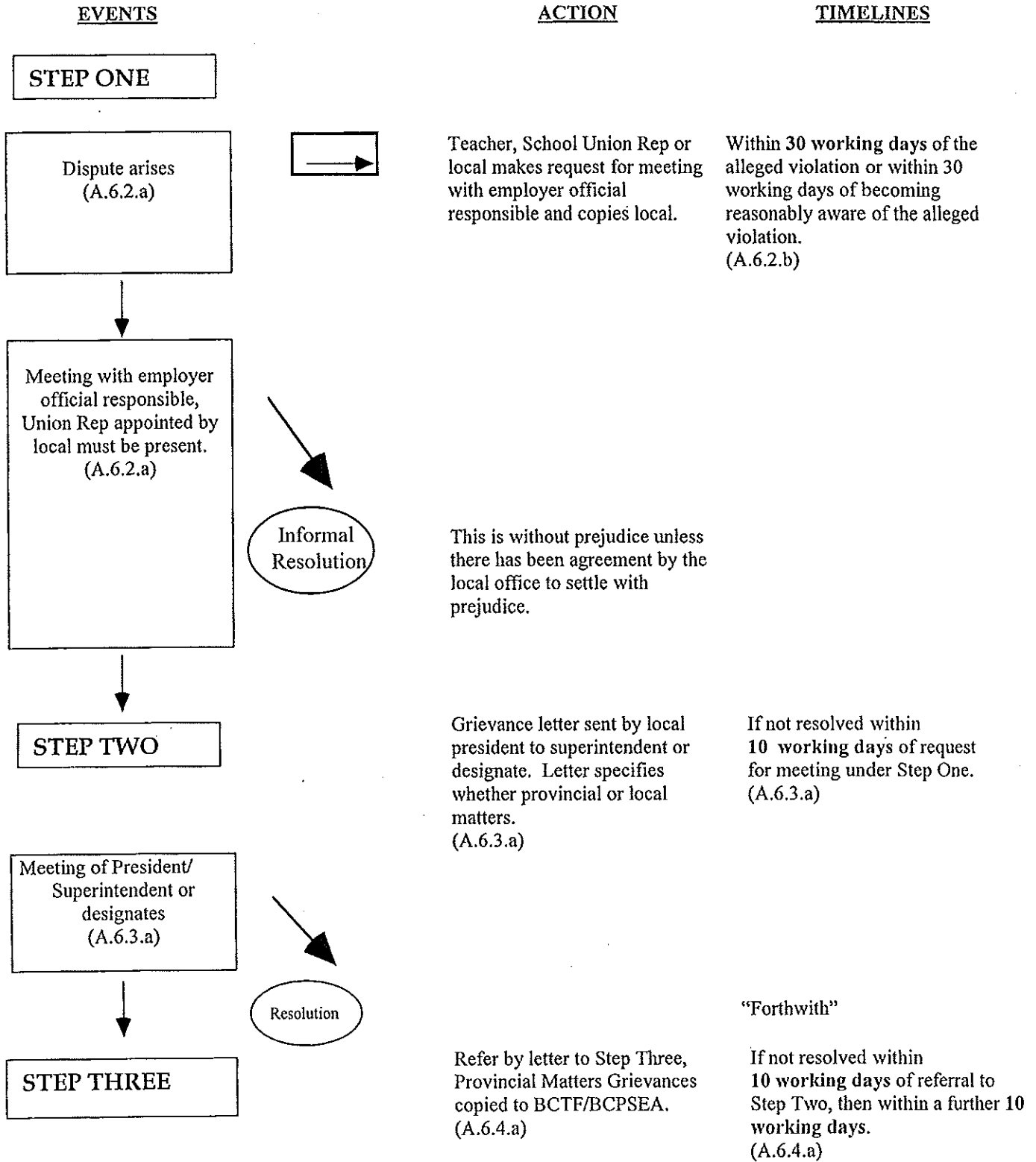


# The Provincial Grievance Procedure - Article A.6



Two local reps meet with two employer reps.  
(A.6.4.a)  
(unless prior local agreement has other terms)

Local reps advocating grievance, exploring resolutions, acquiring information

Within **10 working days** of referral to Step Three.  
(A.6.4.a)

Resolution

Decision Point Arbitration

FS staff person in consultation with CAPS decides whether to carry forward to arbitration.

If not resolved within **10 working days** of Step Three meeting then within a further **15 working days**.  
(A.6.6.a)  
(A.6.7.a)

Local Matters Grievances referred by local by letter to employer.  
(A.6.6)

Provincial Matters Grievances referred by BCTF by letter to BCPSEA  
(A.6.7)

Preparation and presentation by advocate

Parties shall agree upon arbitrator within 10 working days of referral to arbitration  
(A.6.6.b)  
(A.6.7.b)

Review meeting may be requested by BCTF or BCPSEA

Parties must agree to meet and decide who will participate. Discussions are without prejudice

This does not stop timelines in 7a or 7b

Negotiated Resolution

Grievance Upheld

Grievance Dismissed

Grievance Partially Upheld

Advising on outcome

**STEP ONE - GRIEVANCE PROCEDURE**  
**REQUEST FOR MEETING**

TO: \_\_\_\_\_ (employer official responsible)

DATE: \_\_\_\_\_ (Note: the date of the request establishes the grievance procedure timeline)

Pursuant to Article A.6.2.a, a meeting is requested to resolve a grievance.

\_\_\_\_\_  
SIGNATURE  
School Union Rep

- COPIES TO GO TO:
- Local Office
  - School Union Rep
  - Grievor

	<p>7. If this is a provincial matter:</p> <p>a. is the local recommending it go to arbitration?</p> <p>b. have I gathered all available materials?</p> <p>c. have I sent material to the BCTF?</p> <p>c. does BCTF have a clear understanding of board's position?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
	<p>8. Is BCTF recommending it go to arbitration?</p> <p>a. if no, should the local appeal?</p> <p>b. if yes, is it regular or expedited?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
	<p>9. Can this matter be resolved through a settlement officer?</p>	<p><input type="checkbox"/></p>
	<p>10. Generally, have I prepared the member and kept him/her informed?</p>	<p><input type="checkbox"/></p>
	<p>11. If there is another teacher involved, have I informed him/her of what is going on?</p>	<p><input type="checkbox"/></p>
	<p>12. Section 12 – have I represented the member(s) fairly, without discrimination, arbitrariness or bad faith?</p>	<p><input type="checkbox"/></p>

**FOR INTERNAL USE ONLY**  
**Local and BCTF**

**BCTF FORM B**

**STEP ONE REPORT**

**To be filled out by School Union Representative and Grievor**

Please fill out together and submit to local immediately after the Step One meeting.

GRIEVOR: \_\_\_\_\_

SCHOOL UNION REP: \_\_\_\_\_

WORKSITE: \_\_\_\_\_

ASSIGNMENT: \_\_\_\_\_

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 One 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.

\_\_\_\_\_  
\_\_\_\_\_

- COPIES GO TO:
- Local Office
  - School Union Rep
  - Grievor

## Resolving Grievances: Who Has Responsibility?

Stages	Individual With Carriage	Consults With
		(Close consultation with the grievor is assumed throughout)
Step One	School problem: Employee and School Union Rep  District decision: Local President	<ul style="list-style-type: none"> <li>• Local President</li> <li>• School Union Rep if grievor is in a school</li> <li>• BCTF staff</li> </ul>
Step Two	Local President or designate	<ul style="list-style-type: none"> <li>• Grievance Committee</li> <li>• BCTF staff</li> </ul>
Step Three	Local President or designate	<ul style="list-style-type: none"> <li>• Grievance Committee</li> <li>• BCTF staff</li> </ul>
Reference to Arbitration	“Local Matters” - Local Executive Committee with recommendation from Field Service Division and CAPS  “Provincial Matters” - BCTF in close consultation with local.	<ul style="list-style-type: none"> <li>• FS</li> <li>• CAPS</li> </ul>
Arbitration Preparation and Hearing	Advocate determined by above process	<ul style="list-style-type: none"> <li>• Local President</li> <li>• Grievance Committee</li> <li>• BCTF staff</li> </ul>

**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, FS staff, or in some special cases, counsel, may be assigned carriage at earlier stages.