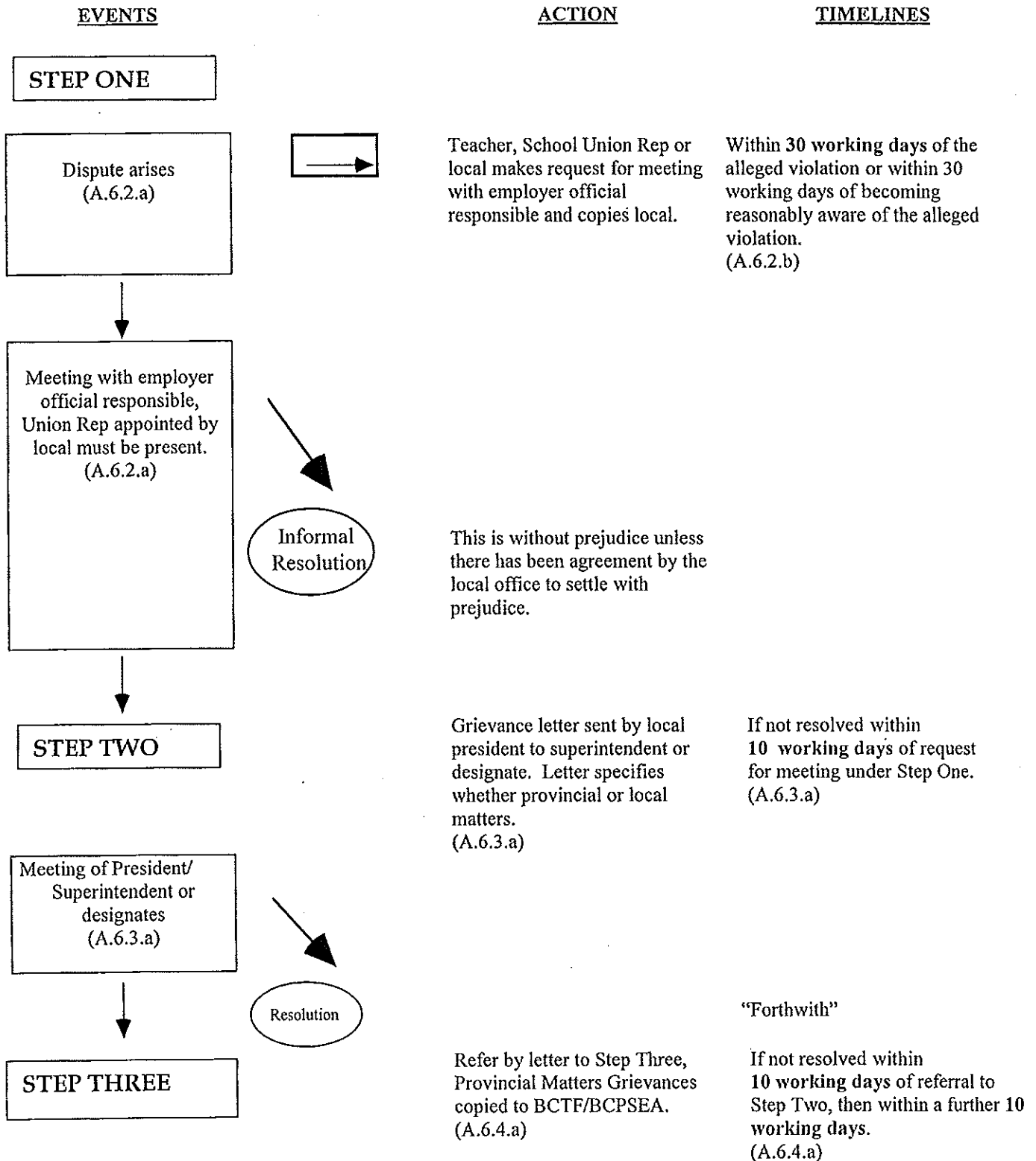
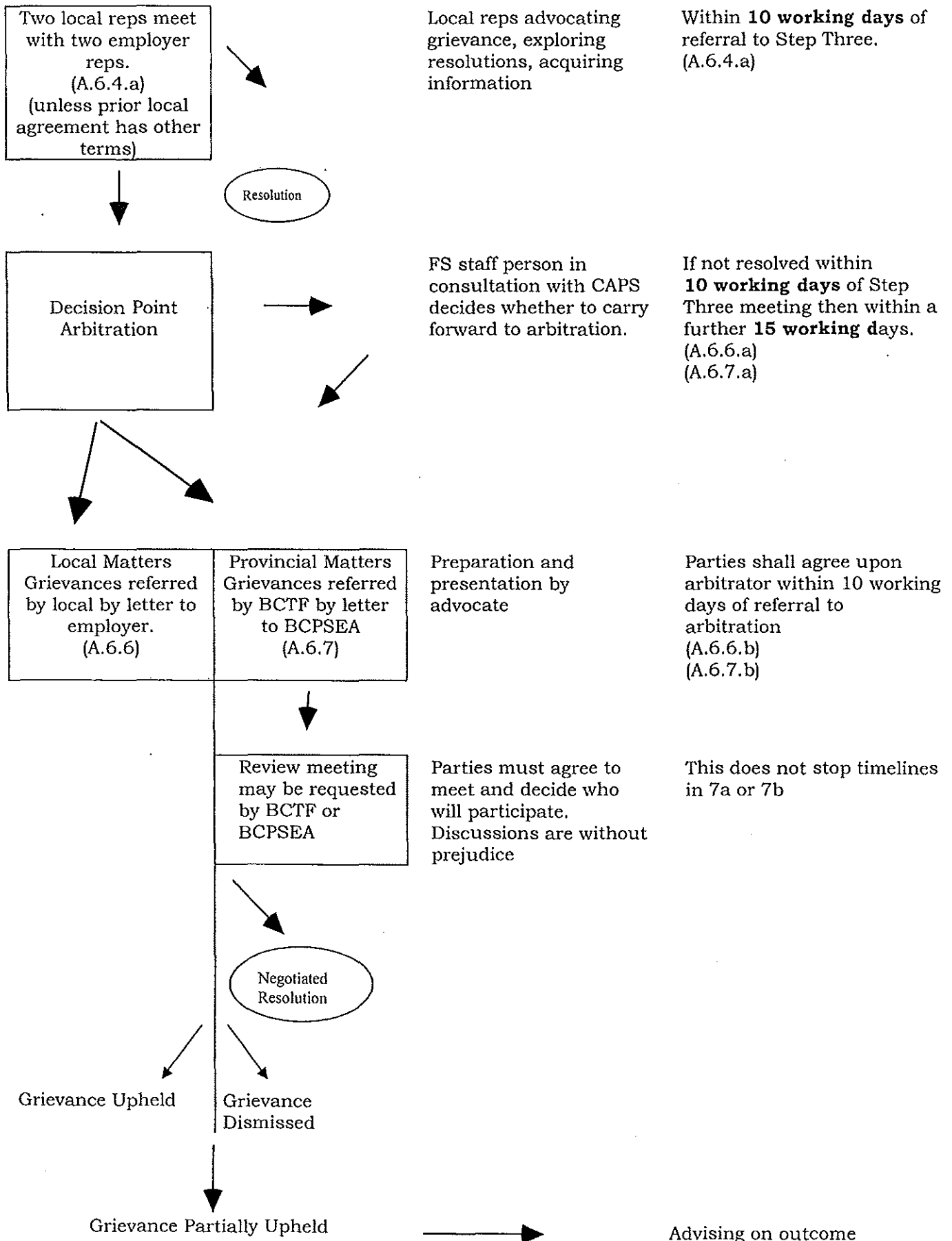


The Provincial Grievance Procedure - Article A.6





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"> • Local President • School Union Rep if grievor is in a school • BCTF staff |
| Step Two | Local President or designate | <ul style="list-style-type: none"> • Grievance Committee • BCTF staff |
| Step Three | Local President or designate | <ul style="list-style-type: none"> • Grievance Committee • BCTF staff |
| 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"> • FS • CAPS |
| Arbitration Preparation and Hearing | Advocate determined by above process | <ul style="list-style-type: none"> • Local President • Grievance Committee • BCTF 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, FS staff, or in some special cases, counsel, may be assigned carriage at earlier stages.