



**Accompanying Procedure to Board Policy #
3.2 – Grievance Against the Executive Director**

Purpose: To describe the procedures to be followed regarding Board Policy 3.2 – Grievance Against the Executive Director.

Procedures:

1. A Flower Cart Group employee/participant/volunteer who lodges a grievance against the Executive Director notifies the Grievance Committee of the Board of Directors in writing, within 15 working days of the action that gave rise to the grievance.
2. If the employee/participant/volunteer does not meet the timeline above or as otherwise negotiated with the Grievance Committee, the Committee may determine the grievance to be abandoned.
3. The grievance submission will describe the specific action/incident, or lack of action being grieved, the effect it has had on the employee/participant/volunteer and the outcome desired in submitting the grievance, (see Grievance Template Addendum, attached).
4. The Grievance Committee notifies the Board that a grievance against the Executive Director has been received. The Executive Director is also notified.
5. The Grievance Committee will consult with the grieved party to determine if the grievance can be settled through less formal means or if adjudication is required.
6. If it is determined that a grievance against the Executive Director cannot be considered by the Grievance Committee or any other element of the Board, the matter will be referred to an outside agency.
7. The Committee will interview the grieved party, the Executive Director and any other person who may bring factual information to the proceedings. Those interviewed will include witnesses requested by the grieved party and Executive Director.
8. A person accompanying a grieved Participant may assist in compiling the grievance, asking questions of witnesses and directing questions/comments to the Committee itself.
9. The Committee will record the proceedings noting, among other things, the date the grievance was received, a record of those interviewed and information gathered.

10. If at any stage of the grievance process, it is believed that illegal or criminal activity may be involved on the part of any party to the grievance, the Committee will suspend the proceedings and recommend to the Board that legal counsel be consulted on how to proceed.
11. If proceedings are not interrupted, the Committee's decision regarding the grievance is given to the employee/participant/volunteer in writing within 30 days of all information being gathered and considered.
12. The Committee's decision will include;
 - a. restatement of the grievance,
 - b. principals involved,
 - c. a summary of information gathered,
 - d. key findings, and
 - e. recommendations for remedial action (if any) and how to avoid the need for similar grievances in the future.
13. If the grieved party intends to appeal the Committee's decision, the appeal must be submitted to the Board Chairperson (or Vice-Chair if the Chairperson is not available) within 10 working days or as otherwise negotiated.
14. The Board Chairperson (or Vice-Chair) will respond to an appeal of a Grievance Committee decision within 10 working days of receipt.
15. Should the Committee uphold the grievance against the Executive Director, remedial action (administrative or disciplinary) will be considered by the Board and implemented as required.
16. If administrative or disciplinary action is taken against the employee/participant/volunteer or the Executive Director stemming from the grievance, a copy of the grievance, the response and any other relevant material will be placed in that person's personnel file.
17. If no administrative or disciplinary action is taken against the employee/participant/volunteer or the Executive Director stemming from the grievance, the Grievance Committee will ensure that all documentation related to the grievance is retained in secure confidential files, separate from personnel files.
18. Once a grievance is resolved, the Board will review these procedures to determine if any revisions are required.

Originated: December 04, 2007

Revised: April 2017