



CANADIAN UNION OF PUBLIC EMPLOYEES

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CUPE Local 37 Grievance Committee: Terms of Reference

Purpose and Role of the Grievance Committee

The CUPE Local 37 Grievance Committee exists in accordance with Local 37 By-Laws to process and assess the merits of grievances filed on behalf of its members. In carrying out this role, the Committee is committed to fair and equitable treatment of all grievances, ensuring that no decisions are made arbitrarily, in bad faith, or in a discriminatory manner. To establish the merits of each grievance, the Committee will utilize resources from both CUPE National and legal resources where necessary.

Consideration of the Alberta Human Rights Act

In reviewing grievances, the Grievance Committee will assess each case based on any applicable provisions of the Alberta Human Rights Act. This ensures that all grievances are evaluated with respect to members' rights under human rights legislation. Members requiring an extension to any of the timelines outlined in this process due to a reason protected under the Act will be granted an extension to accommodate these circumstances.

Decision Process and Member Notification

Upon reaching a decision, the Grievance Committee will inform the member(s) involved of the outcome. This notification will include:

- The outcome of the decision, with clear reasons provided.
- Any documents, legal opinions, or grievance assessments that informed the Committee's decision.
- Information on the right to appeal, including instructions on how to initiate the appeal process.

Appeal Process

Members have the right to appeal the decision of the Grievance Committee to the CUPE Local 37 Grievance Appeals Board. Members wishing to appeal must notify the Local within 60 days of receiving the decision. This can be done by phone at (403) 269-5333 or via email at cupe37@cupe37.ca. Upon receipt of the appeal request, the member will be provided with the date, time, and location of the Appeals Board meeting. At this meeting, the member will have the opportunity to present their case directly to the Appeals Board.

Outcome of the Appeal

The Appeals Board will review the appeal and notify the member of their decision within ten days of the meeting. Depending on the outcome, the grievance will either be removed from abeyance and advanced, or it will be withdrawn. The Appeals Board will provide the member with a written explanation for the advancement or withdrawal of the grievance, detailing the reasons for their decision.

Final Provisions

The Grievance Committee and Appeals Board are committed to transparency, fairness, and respect for all members. By ensuring a thorough and unbiased grievance process, Local 37 aims to uphold the rights and dignity of all its members.