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## GUIDELINES FOR GRIEVANCE PROCEDURE

DIOCESE OF NOVA SCOTIA

Pertains to  
**DIOCESAN STAFF**

The Diocese of Nova Scotia will ensure the fair handling of problems or complaints that an employee of the Synod Office, including Chaplains, may have concerning the conditions of their employment. The following procedure may be used to facilitate the investigation of such problems:

**Step 1:** An employee who considers himself/herself aggrieved by action or lack of action by the employer must first discuss the matter with his/her immediate supervisor .

The supervisor shall answer the dispute within three working days unless a longer time is mutually agreeable. Should an employee feel that because of reasons involving the supervisor it is not appropriate to discuss his/her concerns, the employee may request, with the supervisors knowledge, a meeting for him/her with the Human Resources Committee to discuss the problem. The Human Resources Committee will report the decision regarding the Grievance matter to the employee within ten working days.

**Step 2:** Should the decision given by the supervisor or the Human Resources Committee be unacceptable, the employee may submit his/her concerns in writing to the Bishop who will report his/her decision to the employee within 30 working days. The Bishops decision will be the final decision.