

## 2.1.7

Revision Date: December 1, 2018
Committee: Diocesan Council
Source: Human Resources VSST

### **GUIDELINES FOR GRIEVANCE PROCEDURE**

DIOCESE OF NOVA SCOTIA & PRINCE EDWARD ISLAND

Pertains to  
DIOCESAN STAFF

The Diocese 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 supervisor's knowledge, a meeting for him/her with the Team Leader of the Human Resources VSST, or his/her designate, with preference given to a VSST Member with Human Resources &/or Labour Relations experience to discuss the problem. The Human Resources VSST 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 VSST 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 Bishop's decision will be the final decision.