

POLICY 8.5 – Dispute Resolution

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Subject: Dispute Resolution

Approving Authority: Board of Governors

Responsible Officer: Vice President, Operations and Finance

Responsible Office: Human Resources

Related Procedures: [Procedures for Dispute Resolution](#)

Related University Policies:

Effective Date: May 4, 2017

[Amalgamates the pre-existing MAPP 8.6 – Mediation]

Supersedes: June 26, 2002; September 10, 1999

I. PURPOSE

The purpose of this Policy is to confirm Western's commitment to an objective and fair dispute resolution process for issues involving Select Administrative Group Employees (SAGE) members and to describe the process for resolving disputes.

II. DEFINITIONS

A *dispute* is defined as any work-related problem arising out of the interpretation, application, administration or alleged violation of the specific terms of the SAGE employment policies.

III. POLICY

Dispute Resolution

- 1.00 A SAGE member may use the procedures for Dispute Resolution without prejudice to his/her employment.
- 2.00 It is the mutual desire of SAGE and Western that disputes should be addressed as quickly as possible. Only one dispute concerning the same facts, incidents and alleged violation of the policies applicable to SAGE members will be recognized. Disputes shall be addressed in accordance with the Dispute Resolution procedures.
- 3.00 A group dispute shall be initiated should more than one SAGE member be raising the same alleged violation. All SAGE members affected may sign the dispute, but no more than two (2) affected members may be present at the meetings during the dispute resolution/mediation process. A group dispute shall be addressed in accordance with the Dispute Resolution procedures.

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- 4.00 If a dispute is not resolved following the process described in the Dispute Resolution procedures, the dispute shall proceed to Mediation.

Mediation

- 5.00 Any dispute that remains unresolved following completion of the Dispute Resolution procedures shall be submitted in a timely fashion for resolution to an external mediator who has been mutually agreed upon by both parties and who is not in the employ of Western. Costs of the mediator shall be borne by Western.
- 6.00 The member(s) bringing the dispute will not suffer a loss in pay as a result of attendance at scheduled dispute resolution or mediation meetings.