

Memorandum

Secretariat

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TO: Board of Governors

FROM: Professor Daniel Bernard, Chair of the Committee on Staff Grievances and Disciplinary Procedures

SUBJECT: Annual Report of the Committee on Staff Grievances and Disciplinary Procedures (2020-21)

DATE: May 19, 2022

DOCUMENT #: GD21-79

ACTION

REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE & EXPECTED OUTCOME The annual report of the Committee on Staff Grievances and Disciplinary Procedures is presented for information.

BACKGROUND & RATIONALE The Committee on Staff Grievances and Disciplinary Procedures is established by the *Regulations Relating to the Employment of Academic Staff* (“Regulations”) to hear grievances and hold hearings on disciplinary measures at the request of staff members.

ALIGNMENT WITH MISSION AND STRATEGIC PRIORITIES The Committee’s mandate is in alignment with the University’s principles of integrity, responsibility, equity, and inclusiveness by providing avenues for staff members to voice grievances.

COMPLIANCE WITH UNIVERSITY POLICY The Report is presented in accordance with section 10.9 of the Regulations, which provides that the Committee shall report annually to Senate and the Board of Governors on the administration of procedures with respect to staff grievances and disciplinary procedures described in the Regulations.
The Report was presented to Senate at its meeting held on May 11, 2022.

COMPLIANCE WITH LEGISLATION/ EXTERNAL REGULATIONS There are no legislative or external regulations applicable to this Report.

RISK FACTORS There are no risk factors associated with this Report.

SUSTAINABILITY CONSIDERATIONS The Committee has a sustainable framework in place to fulfill its mandate.

**IMPACT OF
DECISION AND
NEXT STEPS**

The next annual report will be presented to Senate and the Board of Governors in the Fall of 2023.

**MOTION OR
RESOLUTION
FOR APPROVAL**

N/A

APPENDICES

Appendix A: Annual Report of the Committee on Staff Grievances and Disciplinary Procedures (2020-21)

GD21-79 Appendix A

Annual Report of the Committee on Staff Grievances and Disciplinary Procedures (2020-21)

In accordance with article 10.9 of the *Regulations Relating to the Employment of Academic Staff* (Regulations), “the Committee on Staff Grievances and Disciplinary Procedures shall report annually to Senate and to the Board on the administration of the procedures described here”.

A staff member may file a grievance if he or she believes that he or she:

- (i) has been unfairly treated by the University in regard to the interpretation or application of University policy insofar as it relates to his or her academic career and working conditions;
or
- (ii) has been subjected to arbitrary, discriminatory, or unreasonable actions taken against him or her by the University, either by act or omission.

Attempts are to be made to resolve the grievance before it reaches the Committee on Staff Grievances and Disciplinary Procedures, pursuant to the defined Stages 1 and 2 of the Regulations. Following due process, the Committee is empowered to form a Hearing Committee, hear the matters being grieved, and make recommendations in the spirit of resolution to the Principal for her consideration.

Based on a review of cases in the last 5 years, there were 22 grievances submitted, six of which were heard by the Committee. Many of the grievances not heard by the Committee were withdrawn by the griever, sometimes due to resolution through other means. However, most grievances not heard by the committee were determined to be invalid, in accordance to the Regulations, and not entitled to any further consideration. On occasion, a grievance was put on hold when one or more of the parties was on leave.

Academic Year of 2020-2021

The following summarizes the Committee’s membership and activities between September 1, 2020 and August 31, 2021.

The committee was comprised of the following members:

Member	Department and Faculty
Professor Daniel Bernard, Chair	Pharmacology and Therapeutics, Faculty of Medicine and Health Sciences
Professor Inna Sharf, Vice-Chair	Mechanical Engineering, Faculty of Engineering
Professor Mark Brawley	Political Science, Faculty of Arts

Professor Rob Wisnovsky	Institute of Islamic Studies, Faculty of Arts
Professor Heidi McBride	Neurology and Neurosurgery, Faculty of Medicine and Health Sciences
Professor Warren Gross	Electrical & Computer Engineering, Faculty of Engineering
Professor Joann Whalen	Natural Resources Sciences, Faculty of Agricultural and Environmental Sciences
Professor John White	Physiology, Faculty of Medicine and Health Sciences

There were six grievances filed during this academic year, one of which was later withdrawn by the griever.

At the preliminary determination stage, two grievances did not progress to a hearing, as neither complied with the process set out in the Regulations.

For one grievance, the hearing was postponed due to the unplanned leaves of one or more of the parties.

Two grievances complied with the process set out in the Regulations and were determined by the Committee to be administrative in nature, pursuant to the Regulations. The grievances were heard by two distinct Hearing Committees, which subsequently submitted reports to the Principal for her consideration. The Principal's determinations on the matters were communicated to the parties, in accordance with the Regulations.