

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 (2019-20)

DATE: May 20, 2021

DOCUMENT #: GD20-72

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 <i>Regulations Relating to the Employment of Academic Staff</i> 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 on May 12, 2021.
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	The next annual report will be presented to Senate and the Board of Governors in the Spring of 2022.

NEXT STEPS

**MOTION OR
RESOLUTION
FOR APPROVAL** N/A

APPENDICES Appendix A: Annual Report of the Committee on Staff Grievances and
Disciplinary Procedures (2019-20)

GD20-72 Appendix A

Annual Report of the Committee on Staff Grievances and Disciplinary Procedures (2019-20)

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 17 cases filed, 10 of which were heard by the Committee. Most of the grievances not heard by the committee were withdrawn by the griever, sometimes due to resolution through other means. Other grievances not heard by the committee were determined to be invalid, in accordance to the Regulations, and not entitled to any further consideration.

Academic Year of 2019-2020

The following summarizes the Committee’s membership and activities between September 1, 2019 and August 31, 2020.

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 Roe-Min Kok, Vice-Chair	Music Research, Schulich School of Music
Professor Mark Brawley	Political Science, Faculty of Arts
Professor Frank Ferrie	Electrical and Computer Engineering/Centre for Intelligent Machines, Faculty of Engineering

Professor Caroline Riches	Integrated Studies in Education, Faculty of Education
Professor Inna Sharf	Mechanical Engineering, Faculty of Engineering
Professor Gloria Tannenbaum	Pediatrics, Faculty of Medicine and Health Sciences
Professor John White	Physiology, Faculty of Medicine and Health Sciences

There were five grievances filed during this academic year, two of which were later withdrawn or not pursued by the grievor. For one of the withdrawn grievances, a resolution was reached outside of the grievance process.

At the preliminary determination stage, one grievance did not progress to a hearing, as the grievance did not comply with the process set out in the Regulations.

For one grievance, the parties agreed to extend the delays for the proceedings, in compliance with the Regulations.

One grievance complied with the process set out in the Regulations and was determined by the Committee to be administrative in nature, pursuant to the Regulations. The grievance was heard by the Committee, which submitted a report to the Principal for her consideration. The Principal's determination on the matter was communicated to the parties, in accordance with the Regulations.