

Section:	Human Resources (HR)
Subject:	Employee Development and Recognition
Legislation:	
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APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is that managers must effectively and efficiently manage and cannot abdicate their managerial responsibilities.

PROCEDURE

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1. The collective agreements establish the right of the Alberta Union of Provincial Employees (AUPE) - Local 39 and the SAIT Academic Faculty Association (SAFA) to appoint union stewards/association representatives to conduct official business. Schools/departments should cooperate with AUPE and SAFA including the provision of reasonable time off for union stewards/association representatives to pursue union/association business as outlined in the collective agreements. If schools/departments have what they consider to be a problem concerning the number of union stewards/association representatives appointed or with the granting of time off, it should be drawn to the Employee Services department's attention and an attempt will be made to resolve the problem at a meeting of either the Joint Advisory Committee (JAC) or the Employee Management Advisory Committee (EMAC).
2. When complaints arise, it is SAIT's intention to settle complaints in a timely manner and to resolve potential grievances before they escalate to the arbitration or adjudication levels of the AUPE and SAFA grievance procedures. Complaints settled at steps preceding

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adjudication or arbitration will serve to enhance SAIT/employee relations and conserve resources.

3. AUPE union stewards or SAFA grievance officials in accordance with collective agreements have the right to request reasonable time off from their duties to pursue complaints or grievances submitted to them by the membership and to discuss related matters with employees while at work. Prior to leaving their place of work, permission must be obtained from their immediate supervisor. If permission is not granted, then the supervisor should explain the reasons for denying the union steward or association representative time off at that particular time.
4. Typically union stewards/association representatives will pursue the following activities:
 - a) Proceed to management on behalf of employees.
 - b) Represent the employee's point of view and their interpretation of collective agreements, regulations and benefits and endeavor - in conjunction with management - to settle any differences.
 - c) Discuss day-to-day administration of the collective agreements and enter into discussions with management concerning any alleged violations of these agreements. It is expected that union stewards/association representatives will limit their activities to discussions with respective employee's immediate supervisor; however, they may – if the occasion demands – proceed to higher levels as provided by the grievance procedure.
 - d) Where requested by an employee, attend a disciplinary interview. In that case, the function of the union steward/association representative is to counsel and advise the employee of the employee's rights under the collective agreements. Union stewards/association representatives should not interrupt the disciplinary procedure; however, it is expected that at some time during the interview, management will provide the union steward/association representative with an opportunity to ask questions and allow the union steward/association representative to assist in presenting the employee's point of view. The grievance procedure, should it be invoked, provides the union steward/association representative and the employee with full opportunity to challenge management decisions and present arguments on the employee's behalf.
5. The employer-employee relationship can be enhanced substantially by a system which seeks to take immediate care of problems and misunderstandings before they become full scale grievances. It is expected that management and the union stewards/association

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representatives will offer their full cooperation to each other to enhance the working relationship.

POLICY/PROCEDURE REFERENCE

- HR.2.3 Management Obligations policy
- HR.2.3.1 Board/Employee Relations – AUPE and SAFA procedure
- HR.2.3.2 Promotion of Positive Employer/Employee Relations procedure

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