



A culture of recognition and mutual respect there the MRSA is an equal and valued partner in the MRU community.

MRSA Grievance Review and Appeal Procedure

Should a Member have concerns regarding the Collective Agreement, or other legislative employment matters, they are encouraged to meet with the Executive Director (ED) to determine an appropriate course of action. In consultation with the ED, the Member may opt to file a grievance. Grievances will be assessed for merit and if appropriate processed and supported by the ED.

Should a Member request a grievance be filed, the ED will provide guidance, support and advice regarding the viability of a grievance. If a grievance is determined to have merit, the ED will process a grievance. Should a grievance be determined to not have merit the ED will provide the member with reasons for the decision. Should the member not accept the reasons they may request further review by the Labour Relations Committee.

Initial Review of Grievance

Once a grievance is deemed not to have merit at any point the MRSA will follow the below process to determine if a grievance will be advanced to arbitration.

1. The Labour Relations Committee (LRC) will review the grievance and determine whether the MRSA will approve it to proceed, determine if any other information is necessary to make a decision, or to dismiss the grievance.
2. The LRC may determine whether to access any additional advice it deems necessary or appropriate to provide a decision.
3. The LRC will issue the decision, which constitutes the decision of the MRSA.
4. Should the MRSA determine that the grievance will not proceed, the Member will be notified in writing by the ED with the reasons, and be provided an opportunity to appeal the decision to dismiss the grievance.

Appeal of Decision

The Member will have an opportunity to appeal the decision to dismiss the grievance by presenting their concerns and interests regarding the advancement of their grievance to an Appeal Committee.

1. Review of the appeal will be conducted by the MRSA President and two (2) other Executive Board members who are not Labour Relations Committee members (preferably the Treasurer and a Director at Large), who will comprise the Appeal Committee.
2. The ED will provide the reasons for the denial, and any other advice as requested by the Appeal Committee.
3. The Member will have an opportunity to provide reasons, based on new or additional information, for review and reconsideration of the denial.
4. The Appeal Committee may determine and access any additional advice it deems necessary and appropriate to provide a response, based on the requirements of the Alberta Labour Relations Code.

Final MRSA Decision

Following the Appeal meeting, the President will provide a final decision of the MRSA to process the grievance to arbitration or dismissal of the grievance, in writing.

1. Should a denial be issued, the Member shall have no further recourse within the MRSA or as per the Collective Agreement related to the specific grievance reviewed.
 - a. The Member will be provided with notice and a copy of Information Bulletin #18 of the Alberta Labour Relations Board regarding the Duty of Fair Representation.
 - b. The ED will close the grievance as per the decision of the MRSA.

If the grievance is approved for advancement by the MRSA, the ED will process the file accordingly, assuring all timelines are maintained.

If at any time the Member requests to close the grievance, the ED will close the grievance as per the decision of the Member.

Related reference materials

The Duty of Fair Representation: [Information Bulletin #18](#) from the Alberta Labour Relations Board

[The Standard of Reasonableness](#) applies to all administrative decisions, which is what this type of decision is categorized. It is not perfection or 'correctness', but what a reasonable person would determine. A reasonable person is one who is: "reasonable, informed, practical and realistic" who "consider the matter in some detail" the person is not a "very sensitive or scrupulous" person, but is "right-minded" dispassionate and fully apprised of the case.

Version Number	Date Approved	Approved By	Description
1.0	April 17, 2024	MRSA Executive Board	<i>Creation of Grievance Review and Appeal Procedure</i>
1.1	October 30, 2024	MRSA Executive Board	<i>1) Revision to clarify that grievances may be reviewed at any point to determine if there is merit to file and proceed through any step of the Grievance Procedure. 2) Title change from Labour Relations Officer to Executive Director.</i>

Approved: October 30, 2024 by the MRSA Board v.1.1

