



Policy No. 14.7

Adopted by Council: March 24, 2014

Sooke Fire Rescue Department Volunteer Member Grievance Policy, 2014

Purpose:

To establish procedures for a grievance submitted by a volunteer member of the Sooke Fire Rescue Department.

Should any difference arise between either the Sooke Fire Rescue Department ("Fire Department" and a volunteer member of the Fire Department ("Member") concerning the interpretation, application, operation or alleged violation of District of Sooke bylaws and policies or the Sooke Fire Rescue Department Standard Operating Guidelines (as amended or re-enacted from time to time), the difference will finally and conclusively be settled under the following procedures.

1.00 First Step

- 1.01 Any grievance by a Member ("Grievor") must in the first instance be taken up with the Fire Chief, giving full particulars in writing and remedy sought, within thirty (30) calendar days of the alleged issue giving rise to the grievance.
- 1.03 If applicable, any parties to the grievance are entitled to be notified and receive a copy of the grievance.

2.00 Second Step

- 2.01 If the alleged grievance by the Grievor is not resolved by the Fire Chief within fourteen calendar days of receipt of the grievance, the matter may be referred by either the Fire Chief or the Grievor in writing to the Chief Administrative Officer of the District of Sooke ("CAO") with a copy to the other party.
- 2.02 The CAO must issue a decision within fourteen calendar days of receipt of the grievance.

Where there is a conflict between a Collective Agreement and a District Policy the Collective Agreement shall apply.

3.00 Third Step

3.01 If the Grievor is dissatisfied with the decision of the CAO, the Grievor may appeal to District of Sooke Council, within fourteen calendar days of receipt of the CAO's decision.

3.02 The decision of District of Sooke Council is final and binding.

4.00 No Stoppage of work or Change of Personnel

4.01 There will be no stoppage of work on account of a grievance.