



POLICY STATEMENT

Policy Name	Employee Complaints - OOS		
Policy #	706	Category	Human Resources
Policy Sponsor	Associate Vice-President, Human Resources	Previous Revision Date	April 12, 2014
Policy Approved by	Senior Leadership Council	Issue or Revision Date	May 9, 2022
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	May 2027

PURPOSE

The purpose of this policy is to provide Out-of-Scope (OOS) Saskatchewan Polytechnic employees the ability to receive timely responses to employee-related problems, concerns or workplace issues.

SCOPE

This policy applies to all OOS employees of Saskatchewan Polytechnic. It is not intended to replace other Saskatchewan Polytechnic policies or interfere with legislation, including the rights and obligations specified therein. Where a complaint has been addressed, or should be better addressed, under another policy, the complaint will not be processed under this policy. In-scope employees have access to the grievance process available through their applicable collective agreement.

GUIDING PRINCIPLES

Saskatchewan Polytechnic is committed to dealing with OOS employee complaints in a fair and expeditious manner.

POLICY

1. All OOS employees shall be given an opportunity to discuss their complaints with senior levels of management without fear of reprisal. Employees and supervisors are expected to make every reasonable effort to work together in resolving problems in a respectful and fair manner.
2. Employees are encouraged to informally discuss their complaints with their immediate supervisors.
3. If the complaint is not resolved to the employee's satisfaction, an OOS employee may formally raise the problem with the next level manager and the AVP, human resources.
4. Generally, the Employer will only process complaints under this Policy if they are initiated within 30 days from the date on which the OOS employee became aware of the alleged infraction, unless exceptional circumstances apply.