



TORONTO POLICE SERVICES BOARD

GRIEVANCE SETTLEMENTS

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| APPROVED | May 1, 2000 | Minute No: P159/00 |
| REVIEWED (R) AND/OR AMENDED (A) | July 21, 2016 (R/A) November 15, 2010 (R/A) | Minute No. P174/16 Minute No: P292/10 |
| REPORTING REQUIREMENT | Annual | |
| LEGISLATION | <i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). | |
| DERIVATION | | |

It is important to the Toronto Police Services Board (Board) that employees are treated fairly and receive prompt resolution to their grievances. Accordingly, the Board delegates the responsibility for the resolution of all grievances to the Manager of Labour Relations. For the purposes of this policy, a grievance is a difference concerning the interpretation, application, administration or alleged violation of the provisions of the collective agreement.

This policy establishes the delegation and levels of authority to be followed when grievances are submitted by members of the Service.

It is, therefore, the policy of the Toronto Police Services Board that:

Levels of Authority

1. The Board delegates the authority to approve all grievance settlements relating to non-monetary issues to the Manager of Labour Relations.
2. The Board delegates the authority to approve all accounts for labour relations counsel and all monetary grievance settlements up to \$25,000 to the Manager of Labour Relations.
3. The Board delegates the authority to approve all accounts for labour relations counsel and all monetary grievance settlements up to \$100,000 to the Director, Human Resources.
4. The Board delegates the authority to approve all accounts for labour relations counsel and all monetary grievance settlements over \$100,000 and up to \$250,000 to the Chair, together with the Vice Chair, of the Board.

5. In the absence of either the Chair or the Vice Chair, the Board member acting as the Chair or the Vice Chair is delegated this authority.
6. All accounts for labour relations counsel and all monetary grievance settlements over \$250,000 require the approval of the Board. The report submitted for Board consideration must contain a summary of the issue and the rationale for the recommended resolution.

Retention

7. Labour Relations will retain all grievance settlements.

Reporting of Grievance Settlements

8. Labour Relations will provide an annual statistical report outlining the status of all grievances for review at the February Board meeting each year.
9. The report will contain the following information:
 - a. Number of grievances received in previous year
 - b. Number of grievances settled, withdrawn or dismissed
 - c. Types of grievances
 - d. Legal costs expended on grievance activity
10. Labour Relations will provide a semi-annual report summarizing the grievances and employment related complaints to the Human Rights Tribunal of Ontario (HRTO) at the February and August Board meetings each year.
11. The report will be in the form of a chart outlining the status of all outstanding grievances and HRTO complaints and will contain the following information:
 - a. Grievance stage i.e. Step 2, conciliation, arbitration
 - b. Form of Resolution, for example, arbitration award, minutes of settlement, withdrawn, etc.
12. The report will include a narrative identifying any key policy issues about which the Board should be aware and which have a substantial impact on the collective agreements.
13. Labour Relations will also provide a copy of all arbitration awards and minutes of settlement to the Chair of the Board on an ongoing basis.