



File # _____

Membership Constitution and Legislation (MC&L) Committee

Facilitated Problem Solving/Complaint Process

As per SGEU Policy Article 2.7, one of the following processes will be used to assist in achieving resolution to member issues:

Facilitated Problem Solving: is a process for bringing about agreement between parties in a dispute. The outcome is a mutual understanding and agreement to restorative action between those involved. An external third party will be utilized if necessary to resolve the dispute. Should the process be unsuccessful, the complainant has the right to refer this complaint back to the MC&L Committee for further consideration.

Complaint: is an investigative process to determine if there has been a violation of the SGEU Constitution, Policy, Bylaws, Bargaining Guidelines, Statement of Equality or Code of Ethics. A formal report is written and includes a restorative plan which may or may not result in disciplinary action. For further details regarding the Facilitated Problem Solving/Complaint process, refer to SGEU Policy Article 2.7

When submitting this form to SGEU and to ensure confidentiality, please address envelope as per sample below.

Your Address

Membership Constitution and Legislation Committee
SGEU
1440 Broadway Avenue
REGINA SK S4P 1E2

PERSONAL & CONFIDENTIAL

Note: If more space is needed to answer any of the questions please use extra paper making reference to the question it pertains to.



File # _____

FACILITATED PROBLEM SOLVING/COMPLAINT FORM

Prior to filing this form, the MC&L Committee strongly encourages all SGEU members to attempt individual problem solving and/or resolution through your Local, Sector or Bargaining Unit structure.

Upon acceptance from the MC&L Committee, questions 6 through 12 will be shared with the respondent(s).

1. Complainant Information:

NAME: _____

ADDRESS: _____

CITY _____ PROV. SK POSTAL CODE _____

PHONE: (H) _____ (W) _____ (C) _____

HOME EMAIL: (if applicable) _____

If you hold an elected position please state _____

Please list your:

SECTOR: _____ SECTOR CHAIR _____

BARGAINING UNIT: _____

NAME OF THE AAA: _____

LOCAL # _____ LOCAL CHAIR _____

2. Please supply the name of the advocate that you will be utilizing:

Name _____

Phone #:H- _____ W- _____

3. The Name(s) to which the complaint/concern is about:

NAME #1:

PHONE: (H) _____ (W) _____ (C) _____

ELECTED POSITION(S) HELD

NAME #2: _____

PHONE: (H) _____ (W) _____ (C) _____

ELECTED POSITION(S) HELD

**4. WHO are the witnesses? Please supply as much information as possible.
(The list of witnesses is for MC&L use only it will not be shared with the respondent)**

Name #1 _____

Title/Occupation _____ Phone: _____

Name #2: _____

Title/Occupation _____ Phone: _____

Name #3: _____

Title/Occupation _____ Phone: _____

5. List any concerns that you would like to express about the processes:

6. **WHEN** did the complaint/concern occur? DATE: _____
(mm/dd/yy)

7. **WHERE** did the complaint/concern occur? **HOW** did you become aware of it?

8. **WHAT** is the nature of the complaint/concern?

Please specify the Article(s) and number(s), that is alleged to be breached and explain how. (SGEU Constitution, SGEU Policy, Bylaws, Bargaining Guidelines, Statement of Equality and/or Code of Ethics).

9. **WHAT** steps have you taken to resolve the issue(s) listed above prior to filing this complaint?
(at Sector/Local/Bargaining Unit Level)

10. WHAT do you hope to achieve in filing this complaint?

11. WHAT are you willing to do to find a resolve to this complaint?

12. Please list any documents that you have attached to this form:

SIGNATURE OF COMPLAINANT: _____

DATE: _____
(mm/dd/yy)