



**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, ensure that it contains your original signature (not a reproduction). When there are multiple complainants on one form, each complainant must sign.

To ensure confidentiality, please address envelope as per sample below.

PERSONAL & CONFIDENTIAL
Membership Constitution and Legislation Committee
SGEU (Attention: Susan Hicks)
1011 Devonshire Drive North
REGINA SK S4X 2X4

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



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 11 will be shared with the respondent(s).

1. COMPLAINANT INFORMATION:

Name			
Address			
Phone	home	work	cell
Email			
Elected Position(s) Held			

Please list your :

Sector	
Sector Chair	
Bargaining Unit	
AAA	
Local #	
Local Chair	

2. ADVOCATE INFORMATION:

Name			
Phone	home	work	cell
Email			

3. THE COMPLAINT/CONCERN IS ABOUT THE FOLLOWING (INDIVIDUALS):

Name			
Phone	home	work	cell
Email			
Elected Position(s) Held			

Name			
Phone	home	work	cell
Email			
Elected Position(s) Held			

Name			
Phone	home	work	cell
Email			
Elected Position(s) Held			

4. 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			
Title/Occupation			
Phone	home	work	cell
Email			

Name			
Title/Occupation			
Phone	home	work	cell
Email			

Name			
Title/Occupation			
Phone	home	work	cell
Email			

5. CONCERNS

Please list any concerns you may have about the process.

6. WHEN DID THE COMPLAINT/CONCERN OCCUR?

Date	
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7. WHERE DID THE COMPLAINT/CONCERN OCCUR? HOW DID YOU BECOME AWARE OF IT?

8. WHAT IS THE NATURE OF THE COMPLAINT/CONCERN?

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. PLEASE LIST ANY DOCUMENTS THAT YOU HAVE ATTACHED TO THIS FORM.
Include evidence to substantiate your complaint.

Signature of Complainant	
Date	