



# JGSC

Joint Grievance Scheduling Committee  
Terms of Reference



## 1. Purpose

The Joint Grievance Scheduling Committee (JGSC) has been created under the Collective Agreements to facilitate communications between Management and the Union at the provincial level, to schedule grievances referred to arbitration, and address grievance scheduling issues. The Academic and Support Collective agreements state that Arbitrators shall be assigned either by agreement, or failing agreement, by lot.

These Terms of Reference have been established without precedence or prejudice and is not intended to supercede the Collective Agreement.

## 2. Duties and Responsibilities

JGSC is responsible for:

- a) the fair, equitable, and expeditious method of scheduling arbitration hearings;
- b) discussion and possible resolution of issues that arise with regard to scheduling grievances;
- c) initiatives that improve the grievance scheduling process;
- d) ongoing review of approved Arbitrator lists and adjustments as necessary within the Collective Agreement mandates;
- e) any other matters that pertain to scheduling of grievances within the college system.

## 3. Committee Membership

Management representatives:

- one (1) Senior Consultant from the Council, is Co-Chair of the Committee;
- three (3) representatives of the Colleges' Human Resource Directors;
- one (1) Human Resources Officer from the Council.

Union representatives:

- three (3) representatives from the Support Staff Bargaining Unit;
- three (3) representatives from the Academic Staff Bargaining Unit;
- one or two (1 - 2) staff members from OPSEU Grievance Office.

The Union Co-Chairs are selected by members of the Union.

#### 4. Meetings

Meetings have been held on the first Friday of every month, or as otherwise arranged by JGSC. The grievance scheduling periods are as follows:

Month	Scheduling Periods
September	December and January
October	January and February
November	February and March
December	March and April
January	April and May
February	May and June
March	June and September
April	September and October
May	October and November
June	November and December

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Ann Cummings  
For OPSEU Support

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Mary Ann White  
For OPSEU Academic

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Sandi Johnson  
For The Council