

**EMPLOYEE CONCERNS****Category:** Human Resources**Effective:** January 2022**Policy Statement**

ASD-W fosters open communication with and among its employees. This communication can be achieved through both formal and informal processes. If an employee has a desire to register a specific concern about the School District organization, programs, services, or personal wellbeing, they must follow authorized procedures and/or collective agreements that outline the regular line / staff channels of communication.

**Procedures**

1. In some instances, a concern will need to be formally resolved through processes outlined in Collective Agreements, Policies, or legislation.
2. When an employee cannot find resolution of a concern through conversation with the impacted individuals, the next avenue of communication should be the school administration and / or their immediate supervisor, where appropriate.
3. When a concern remains unresolved, the employee may contact the appropriate manager or director who will liaise with Human Resources for support where necessary.
4. If unresolved, the matter is escalated to the respective Director (if not already involved) and then the Superintendent as the final step.
5. If resolution is not found through the steps above, an employee may contact the Chairperson of the [District Education Council in accordance with Governance Policy ASD-W-EL-2 Executive Limitations: Staff Treatment](#).

**Reference**

- [ASD-W Policy 250-16: Code of Professional Conduct](#)
- [District Education Council Governance Policy ASD-W-EL-2 Executive Limitations: Staff Treatment](#)
- [NBTA Code of Professional Conduct](#)
- [New Brunswick Teachers' Federation Collective Agreement](#)
- [CUPE 2745 Collective Agreement](#)
- [CUPE 1253 Collective Agreement](#)
- [NBUPPE Collective Agreement](#)
- [PSAC Collective Agreement](#)
- AD Policy 2913 [Respectful Workplace](#)