

# Request for a Dispute Resolution Hearing

## Form 36A

This form is used to request a Dispute Resolution Hearing under Policy 36 – Dispute Resolution for University Support Staff. The completed form (printed and signed) is to be submitted by regular confidential mail or in person to the Secretariat, Attention: Alice Raynard, NH 3060, within 10 working days of receipt of notice of termination OR within 60 working days of any other event. An acknowledgement of receipt will be sent via email to the Staff Member within the next two working days.

Questions about the dispute resolution process may be directed to any one of: the Staff Association, the Conflict Management and Human Rights Office, Human Resources or the Secretariat.

**Staff Member**

**Manager**

**Department**

**Contact Information**

**Street Address:**

**City:**

**Postal Code:**

**Email Address:**

**Telephone Number:**

**Issue**

**Policy / procedure / guideline / alleged to have been breached** (include the title and quote the applicable paragraph or section)

**Remedy sought**

**Chronology of attempts to resolve (if any)**

### Support Person

Note: The staff member is responsible for ensuring the availability of his/her support person for the hearing and for notifying that person of the date, time and location of the hearing.

Select one:

<input type="checkbox"/>	I will not be accompanied by a support person.
<input type="checkbox"/>	I have not yet decided who my support person will be.
<input type="checkbox"/>	I will be accompanied by: Name: Address: Telephone Number: Email Address:

### Authorization to the Support Person and/or the Staff Association

Your explicit authorization must be given to the Secretariat to inform the Support Person of your Request and of the following proceedings. Should the Support Person be a representative of the University of Waterloo Staff Association (UWSA), your authorization will, by default, be limited to its Members of the UWSA Advisory Committee. Section 3 of Policy 36 defines the role of the Support Person. Please select **one or more** of the following options:

- I authorize the Secretariat to inform the Support Person named above only of the present Request.
- I authorize the Secretariat to grant access to the Support Person to the SharePoint file of the present Request (all documents made available to both the Staff Member and the Manager, such as: the Request, any proceedings, schedules, supporting information of both parties, final decision, etc.).
- I authorize the Secretariat to inform the Staff Association only of the present Request.
- I authorize the Secretariat to grant access to the UWSA to the SharePoint file of the present Request (all documents made available to both the Staff Member and the Manager, such as: the Request, any proceedings, schedules, supporting information of both parties, final decision, etc.).
- I do not authorize the Secretariat to inform the Support Person or the UWSA of the present Request.

### Important:

1. I have a copy of Policy 36 (available at: <https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-36>) and am aware of its provisions.
2. I may be contacted and messages may be left at the address, telephone number and email address given above.
3. I will immediately report to the Secretariat any change to my contact information.
4. I will check my email frequently and respond promptly.
5. As per Policy 36, I will submit to the Secretariat my supporting information (e.g. any relevant information including the names of witnesses and other documents) within five (5) working days of the decision to hear the dispute.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_