

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA  
POLICY MANUAL**

<b>SECTION</b>	Human Resources
<b>POLICY</b>	4005 – Employee Concern

**Objective** To provide an effective problem-solving process to resolve employee concerns. This process allows employees to express concerns regarding terms and conditions of employment including policies, procedures, and practices, and their interpretation.

**Application** This policy applies to all employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66).

**Authority** Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1000 – Legislative Assembly Policy Framework*.

**Key Definitions** “**concern**” means a discrepancy arising out of the interpretation, application, administration, or alleged violation of the terms and conditions of employment including policies, procedures, and practices, and their interpretation;

“**supervisor**” means the person to whom an employee directly reports.

**1. General** .01 The Legislative Assembly recognizes that concerns are a natural occurrence in a healthy work environment and is committed to considering and responding to employee concerns related to their employment in a fair, consistent, and timely manner.

.02 An employee who reports a concern, provides information regarding a concern, or supports an employee who reports a concern, can do so without fear of retaliation.

.03 Employees and supervisors may consult with Human Resources for support regarding concerns at any time.

.04 An employee may choose to have a support person present for any meetings that may take place under the provisions of this policy.

.05 An employee with a concern should first discuss it with their supervisor and attempt to work together to resolve it.

**2. First Level** .01 An employee who wishes to escalate a concern, which is unresolved following the informal discussion outlined in section 1.05, may submit a formal concern to their supervisor. This must be done by completing an *Employee Concern Form* within 30 calendar days from when they became aware of the circumstances that caused the concern.

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- .02 The employee’s supervisor will review the concern, with the department head, if applicable, and respond in writing within 14 calendar days of receiving the concern.

**3. Second Level**

- .01 If the concern is not resolved to the satisfaction of the employee at first level consideration, the employee may request that the first level decision be reviewed by Human Resources within 14 calendar days after being advised of the first level outcome.
- .02 Human Resources will review the concern and may meet with the employee and their supervisor to explore ways to resolve the concern, and will respond in writing to the employee within 14 calendar days of receiving the concern.

**4. Third Level**

- .01 If the concern is not resolved to the satisfaction of the employee at second level consideration, the employee may request that the second level decision be reviewed by the member of the Clerk’s Leadership Group who is responsible for the employee’s department within 7 calendar days after being advised of the second level outcome.
- .02 The responsible member of the Clerk’s Leadership Group will review the concern and respond in writing within 14 calendar days of receiving the concern.
- .03 If a member of the Clerk’s Leadership Group is the employee’s supervisor, then the responsibilities set out in section 4 of this policy will be undertaken by the Clerk of the Legislative Assembly.
- .04 Third level decisions are final.

**5. Time Limits**

- .01 Concerns will be considered and resolved within the time limits outlined in this policy unless the time limits are extended by mutual agreement or due to extenuating circumstances.

<b>Contact</b>	Please contact Human Resource Operations with any questions regarding this policy at <a href="mailto:Human.Resources@leg.bc.ca">Human.Resources@leg.bc.ca</a> .
<b>Procedures</b>	<i>Employee Concern Form</i>

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*Kate Ryan-Lloyd*

*March 17, 2021*

Approved and authorized by  
Kate Ryan-Lloyd, Clerk of the Legislative Assembly

Date

**POLICY HISTORY**

Version 1	August 7, 1996
Version 2	April 7, 2000
Version 3	March 17, 2021