



**WIGUT**  
REG. T.U. No. 113

MORE THAN A UNION....A DRIVING FORCE

# WIGUT **Newsletter**

Jamaica

VOLUME 2 ISSUE 2

MARCH 2016

**INSIDE THIS  
ISSUE:**

<b>Grievance Committee 2015-2016</b>	1- 3
<b>WIGUT Bursaries &amp; Scholarships</b>	3- 4
<b>WIGUT AGM eBook</b>	4
<b>AGM Notice</b>	4

**WIGUT Jamaica  
Secretariat**

Contact:  
**Miss Frances Richards**

Tel: (876) 970-4596;  
935-8307; 927-1660;  
Ext. 2307

E-mail:  
wigut@uwimona.edu.jm

Website:  
wigut.uwimona.edu.jm

Location:  
Ground floor - New Arts Block  
Faculty of Humanities  
& Education

Opening hours:  
Monday to Friday  
8:30 a.m. - 5:00 p.m.

## Meet Members of the WIGUT Grievance Committee 2015-2016



Dr Patrick Anglin  
Grievance Secretary



Dr Paul Brown



Mr Carl Pilgrim



Ms Charmaine McKenzie

The WIGUT Grievance Committee is charged with handling grievances on behalf of WIGUT members and is comprised of the following positions:

- ◆ **Grievance Secretary** (Committee Chair) – Patrick Anglin
- ◆ **WIGUT President** – Paul Brown
- ◆ **WIGUT General Secretary** – Charmaine McKenzie
- ◆ **WIGUT Senior Industrial Relations Officer** – Carl Pilgrim

\*\*\*\*\*

### What constitutes a Grievance?

A grievance is basically a complaint emanating from perceived unfair treatment which violates an employee’s rights under national law, the contract of employment between the employee and his/her employer, or past custom and practice which establish de facto operating or other procedures. In order for a complaint to be viewed as a grievance it must first meet one or more of the aforementioned criteria. *Not every complaint is a grievance.*

As outlined in the UWI Rules for Academic Staff, Senior Administrative Staff and Professional Staff (The ‘Blue Book’), WIGUT and UWI have agreed that grievances fall within two categories:

- 1) **Individual Grievance** - concerning one or more members of staff of the Union in a restricted manner; and
- 2) **General Grievance** – concerning significant membership on a wider campus basis.

**How are Grievances handled by WIGUT Jamaica?**

One fundamental principle of the grievance process is that each WIGUT member has a right to express his/her grievance. In order to assess the issue which is being raised as a (potential) grievance, the Grievance Committee, a sub-set of the Grievance Committee, or the Committee member with whom the issue was initially raised, must first hear the complaint. The results of the assessment will determine the next steps.

The formal grievance process is outlined in the Blue Book. Below are the steps to be followed for expressing (filing) individual and general grievances.

**Steps in Individual Grievances**

i) The member(s) along with the WIGUT representative (a member of the Grievance Committee - usually the Grievance Secretary) presents his/her case **in writing** to their Head of Department or equivalent. This is normally done using a Grievance Initiation Report - this form is available at the WIGUT office (or online), which the member can complete to document the grievance.



If “*meaningful action*” is not taken within **three (3) days** of the HOD’s or equivalent’s receipt of the case, then

ii) The member(s) along with the WIGUT representative take the case to the Dean or equivalent in non-Faculty sections, or their nominees.

If “*meaningful action*” is not taken within **five (5) days** of Dean’s or equivalent’s receipt of the case, then

iii) The member(s) along with the WIGUT representative take the case to the Campus Principal, Dean or equivalent in non-Faculty sections, or their nominees.

If “*meaningful action*” is not taken within **seven (7) days** of the Campus Principal’s or Dean’s or equivalent’s receipt of the case, then

iv) The case is referred to arbitration under the auspices of the Ministry of Labour.

The University administration has a total of **15 days**, from the initial receipt of the report, to take “*meaningful action*” before the case goes to arbitration. The decision of the arbitrator(s) is final and binding on both parties. The parties (WIGUT and UWI) agree that the arbitrator(s) must be selected within ten (10) days of the receipt of the case.

The Terms of Reference (TOR) to be placed before the arbitrator(s) shall be mutually agreed (by WIGUT and UWI).

**Steps in General Grievances**



i) Union representatives take case to Campus Principal or equivalent.

If “*meaningful action*” is not taken within **ten (10) days** of the Campus Principal’s equivalent’s receipt of the case, then

ii) The matter is referred to the Ministry of Labour for a conciliation meeting within ten (10) days of receipt of the case under the Chairmanship of an Officer of the Ministry.

If no solution is reached, then

iii) The case shall be referred to arbitration under the auspices of the Ministry of Labour.

**Note:** What has been outlined above provides a useful overview of the process, however, you are encouraged to read the Blue Book for details.

As employees of UWI, WIGUT members, where their complaint meets the required threshold, have a right to file a grievance without fear of discrimination or reprisal. The grievance process, instead of promoting acrimony, is designed to facilitate harmonious relationships, between supervisor and subordinate, and also the broader body corporate and staff.

\*\*\*\*\*

## WIGUT Bursaries & Scholarships

WIGUT Bursaries were established in 1991 to provide financial assistance to students. It is funded solely by members of the Union who make voluntary contributions from their salaries. WIGUT is the largest single donor of bursaries to the Mona Campus and yearly, it seeks to issue Special and General bursaries to members of the student body. There are two (2) types of bursaries: **Special** bursaries are given in the name of past members of the Executive body who are deceased and **General** bursaries.

**WIGUT Special Bursaries** are valued at **\$50,000 / recipient / year**

- 2014/2015 - **Two (2) recipients**
- 2015/2016 - **Nine (9) recipients**

**WIGUT General Bursaries** are valued at **\$40,000 / recipient / year**

- 2014/2015 - **Forty (40) recipients**
- 2015/2016 - **Forty-three (43) recipients**

# WIGUT Bursaries & Scholarships

(cont'd)

# WIGUT eBOOK

# WIGUT AGM

**The Joe Pereira Scholarship** is in honour of Mr Joe Pereira who served as WIGUT President for three administrations -1975-1977; 1979-1981; & 1982- 1987. The annual scholarship is valued at **J\$250,000**.

**Recipient** for 2014/2015 was Juliann C. Richards.

**Recipient** for 2015/2016 is Doshane S. Bailey.

## **Application period for students** for Academic Year 2016/2017

**February 1, 2016 - May 31, 2016**

Awards are available to full-time undergraduate students. Encourage needy students to apply. *For information on eligibility criteria and how to apply visit the website of the Office of Student Financing :* <https://www.mona.uwi.edu/osf>

Please consider making a commitment or increase your current contribution to the FUND. [To make a commitment, complete the form at the WIGUT Secretariat TODAY.](#)

**For further details call the Secretariat** at 970-4596; or Ext. 2307

**COMING in APRIL  
the AGM  
eBOOK**

The Public Relations and Publications Committee will be publishing the AGM Reports prior to the event in April. The rationale is to allow:

- membership adequate time to absorb the information and to peruse individual Reports
- more purposeful and informed questions being asked
- presenters to highlight salient points, rather than going through the entire Report
- reduced time spent presenting the Report at the AGM

**Wednesday  
APRIL 27, 2016  
Rex Nettleford Hall  
11:30 am - 2:30 pm**

