

Request for a K-12 Troubleshooter

Read the Troubleshooter Fact Sheet before completing this form.

To request a troubleshooter, complete the following form and email it to lrb.troubleshooter@lrb.bc.ca, copying the person or organization who will be responding to the matter. The Labour Relations Board’s business hours are Monday – Friday, 8:00 AM to 4:00 PM. The Labour Relations Board is closed on weekends and all statutory holidays. Requests received outside of business hours will be responded to the following business day.

If you request a troubleshooter outside of business hours and the matter is **urgent** (i.e. the matter must be addressed before the next business day):

1. Send the form by email to lrb.troubleshooter@lrb.bc.ca, copying the person or organization who will be responding to the matter
2. Call the Labour Relations Board’s emergency contact number (604) 644-3033

Requestor Details		
Name	Organization Name	Role in Organization
Primary phone	Alternative Phone	Email

Note: There may be delays in addressing the issue if Respondent Contact information is not provided.

Respondent Details		
Name	Organization Name	Role in Organization
Primary phone	Alternative Phone	Email

Note: There is a limit of 1, 000 characters in each of the following sections. The information you provide should be brief and clear.

Issue

Steps Taken by Requester to Address/Resolve Issue

Desired Outcome

Additional Information

Attach any documents you think will help the Troubleshooter to your email when submitting the form.