



1:9 STAFF GRIEVANCE POLICY

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Date: 13.3.19

Policy statement

The aim of the Grievance Procedure is to encourage consistency, transparency and fairness in the handling of workplace problems or complaints. It should allow the employer to seek an informal resolution where appropriate but allow for more formal proceedings should the circumstances demand. Also see 'Prevent Duty' policy.

A 'grievance' is a complaint by an employee about action which her/his employer has taken or is contemplating taking in relation to her/him.

Procedure

1. Statement of Grievance.

- The employee must set out the grievance in writing and send it to the pre-school manager

2. The Meeting.

- The pre-school manager must invite the employee to attend a meeting to discuss the grievance. The meeting must not take place unless:
 - The employee has informed the pre-school manager in writing, of the grievance
 - The pre-school manager has had a reasonable opportunity to consider a response
- The employee must take all reasonable steps to attend the meeting.
- The employee and pre-school manager are each permitted to be accompanied by one person, should they so wish.
- Minutes of the meeting will be taken.
- The Pre-school manager must inform the employee in writing of his/her response to the grievance and notify him/her of the right to appeal against the decision if he/she is not satisfied with it.

3. Appeal.

- If the employee wishes to appeal, he/she must inform the pre-school manager in writing.
- The pre-school manager must then invite her/him to attend a further meeting.
- The employee must take all reasonable steps to attend the meeting.
- After the appeal meeting the managers must inform the employee of the final decision in writing.