



Organisation

Grievance Policy

Policy Statement

It is accepted by the Pre-School that there will be occasions when employees have issues relating to working conditions or relationships. While it is hoped that in most cases these will be resolved through informal discussion, where the problem remains unresolved, the following procedure should be used.

Procedures

- This procedure applies to all employees, including part-time and temporary employees.
- Employees may be accompanied by a fellow employee or committee member at any stage of the procedure.
- If an issue is referred to this procedure for resolution, both parties accept that it should be progressed as speedily as possible.
- Pending resolution of the grievance, the same conditions that existed prior to its notification will continue to apply, except in those cases where a continuation will be damaging to the Pre-School.
- Any employee who has a grievance should raise it in the first instance with the manager. Where the grievance is against the manager it should be raised with a committee member. The manager/committee member will respond in writing within five working days of hearing the grievance.
- If the matter is not resolved at stage 1, the grievance will be referred to the Chair, who will respond in writing within five working days of hearing the grievance.
- If the matter still remains unresolved, it will be referred to the committee, who will respond in writing within ten working days. In some circumstance, and subject to mutual agreement between the parties, the matter may be referred to an external adjudicator for a final resolution.
- Written records of any grievance will be held by the Pre-School.
- Any decisions made as a result of this procedure will be binding on all parties.