

STAFF GRIEVANCE POLICY

WHY DO WE HAVE THIS POLICY?

There is a legal requirement on employers to establish and follow grievance procedures. This policy sets out the steps available to aggrieved teachers to protect their employment rights.

WHAT ARE GRIEVANCE PROCEDURES?

Grievance procedures are workplace procedures which should be followed by employees with complaints about their treatment; pay; or terms and conditions at work. Teachers who wish to take a complaint/s to employment tribunal/s are advised to commence grievance procedures.

The Governing Body is legally obliged to establish workplace procedures to deal with staff grievances. The school follows the Local Authority Grievance Procedure.

All grievance procedures must include certain minimum procedural steps, which are set out in the ACAS Code of Practice. Often the procedures are divided into informal and formal stages.

WHERE CAN I FIND THE PROCEDURES?

Mrs Jean Wilkinson, the clerk to the governing body has copies of all workplace procedures. These are available to all staff, on request.

There are different grievance procedures dependent on the type of issue involved.

The school has a separate pay appeal procedure for teachers to use where their complaint relates to the annual pay review. The procedure will include the steps used in formal grievances.

As part of our whole school approach to equal opportunities and discipline, the school has separate workplace harassment and bullying procedures. These procedures enable staff to raise grievances specifically on the grounds that they believe they have been harassed or bullied at work.

The school also has a separate 'whistle-blowing' policy. This may be used where an employee has a serious complaint about, for example, a health and safety danger or a criminal offence. A teacher who has a whistle-blowing complaint may choose to use the grievance procedure or the Local Authority protected disclosure procedure.

Creation date:	Version	Reviewed by	Last Approved:	Approval date:	Review date:	Pages
July 2012	2	FH/July 2016	15.10.2015	20.10.2016	July 2017	Page 1 of 3

WHAT ARE THE INFORMAL AND FORMAL STAGES OF A GRIEVANCE PROCEDURE?

The informal stages will normally involve an informal discussion between the aggrieved member of staff and the line manager or headteacher. The member of staff may choose to deal with the matter in writing. Most matters will be concluded by a senior member of staff arranging an informal meeting to discuss the issue.

Where the informal procedure is inappropriate or has failed to resolve the issue, the formal procedure should be used. During formal proceedings, specific timetables will be followed, standard documentation may be used and formal hearings will be arranged.

Where a teacher wishes to complain about discrimination, harassment, workplace bullying, unauthorised deductions of wages or working time regulations, the formal grievance procedure must be used. In such cases, you should seek advice from your Union Representative.

WHAT ARE THE MINIMUM REQUIREMENTS FOR THE PROCEDURES?

In most cases three minimum steps must be taken. These minimum steps are set out in the ACAS Code of Practice.

Step 1 Statement of grievance

- The member of staff must send his or her written grievance to the local authority and the governing body.

Step 2 Meeting

- The member of staff must be invited to attend a meeting to discuss the grievance. The member of staff must be informed of the decision and offered the right of appeal.

Step 3 Appeal

- If the member of staff wishes to appeal, he or she must inform the local authority or governing body. The member of staff must be invited to attend an appeal meeting. The member of staff must be informed of the final decision.

Members of staff are entitled to commence formal grievance proceedings without using the informal procedure. Members of staff should protect their rights by submitting formal written grievances if the matters are likely to go to employment tribunals.

Creation date:	Version	Reviewed by	Last Approved:	Approval date:	Review date:	Pages
July 2012	2	FH/July 2016	15.10.2015	20.10.2016	July 2017	Page 2 of 3

All members of staff are entitled to be accompanied by their union representatives or a work colleague at grievance hearings. This is a statutory right that all staff can insist on exercising.

Members of staff must take all reasonable steps to attend meetings. A member of staff who does not comply with a workplace procedure may have any compensation reduced if the matter proceeds to the Employment Tribunal.

Members of staff are entitled to reasonable notice of any formal grievance hearings. The member of staff should inform the employer that he or she wishes to exercise his or her right to be accompanied. Your Union representative should be informed.

The school follows the Local Authority Grievance Procedure, copies are available on request from the clerk to the governing body or can be downloaded from Ednet.

Creation date:	Version	Reviewed by	Last Approved:	Approval date:	Review date:	Pages
July 2012	2	FH/July 2016	15.10.2015	20.10.2016	July 2017	Page 3 of 3