



## **FOREST ROW COMMUNITY PRE-SCHOOL**

### **22 Grievance Procedure**

#### **Grievance Procedure**

If an employee is dissatisfied they must have the opportunity for prompt discussion with their immediate supervisor. For the supervisor of a pre-school this would normally be the committee Chair. For other pre-school staff it would normally be the pre-school supervisor. If the grievance persists:

- A management panel should be set up for the purpose of further discussion.
- The employee may, if they wish, be accompanied by a work colleague or trade union official at all stages of the grievance procedure.
- The employee has the right to appeal at any stage to the full committee.

The aim of the procedure is to settle the grievance fairly and as near as possible to the point of origin. It is intended to be simple and rapid in operation.

#### **Standard statutory minimum procedure**

The pre-school committee must ensure that the following statutory minimum procedure is always followed when grievances have been raised by employees. The procedure consists of the following three steps.

#### **First Step – Statement of Grievance**

- a) The employee must set out the grievance in writing, and the basis for it, and send the statement or a copy of it to the pre-school.

#### **Second Step – The Meeting**

- a) The pre-school must invite the employee to attend a meeting to discuss the grievance.
- b) The meeting must not take place unless the employee has informed the pre-school what the basis for the grievance is when they made the statement under Step 1 and the pre-school has had a reasonable opportunity to consider their response to that information.
- c) The employee must take all reasonable steps to attend the meeting

- d) Following the meeting the pre-school must inform the employee of its decision in response to the grievance in writing and notify the employee of the right to appeal against the decision within 5 days of the meeting. Any appeal must be submitted within 5 days of the date of the decision letter.

### **Third Step – The Appeal**

- a) If the employee does wish to appeal, they must inform the pre-school in writing.
- b) If the employee informs the pre-school of their decision to appeal, the pre-school will invite to attend a further meeting.
- c) The employee must take all reasonable steps to attend this meeting.
- d) Following the appeal meeting, the pre-school must inform the employee of its final decision.

### **Hearing the Appeal**

The appeal hearing should be heard, if possible within 15 days of receipt of the appeal. In a community group, two or three committee members – not, if possible, those involved in the initial disciplinary procedures – will serve as an appeals committee. If this is not possible, the appeal group may consist of the same people as the original panel and they must make every effort to hear the appeal as impartially as possible.

A written record of the meeting will be kept.

### **Modified statutory procedure**

A modified procedure will apply in the following cases:

- a) The (former) employee is no longer employed by the pre-school.
- b) The standard grievance procedure had not commenced or, if it had been commenced, had not been completed before the last day of the employee's employment.
- c) The parties have agreed in writing, after the pre-school became aware of the grievance that the modified grievance procedure should apply in relation to that grievance.

In such circumstances the following procedure will apply:

### **First Step – Statement of Grievance**

The employee must set out in writing the grievance and the basis for it, and send a copy of it to the pre-school. If the employee wishes for the modified procedure to be followed after the employment has ended, then they must include this in their statement at Step 1 of the process. The pre-school can decide to accede to the employee's request to have the employer respond writing or to insist that a meeting takes place in line with the standard grievance procedure.

## **Second Step – Response**

The pre-school must set out in writing his response in writing and send the statement or a copy of it to the former employee.

## **Time Scales**

Each step and action under the grievance procedure must be taken without unreasonable delay. Early meetings to resolve grievances will help to facilitate resolution of issues. Consideration should be given to timings and locations of meetings to ensure that the employee and their representative are able to attend. Two reasonable attempts by the pre-school to arrange a meeting are normally sufficient if they prove abortive because of the employee's non-attendance. If an employee is not able to attend the first disciplinary meeting arranged then they will be required to provide an alternative date to take place within 5 days of the original date given by the pre-school. Failure to do so will normally result in the grievance processes being aborted.

<b>Date Prepared</b>	<b>Reviewed</b>	<b>Next Review</b>
	April 2007	March 2008
	March 2011	March 2012