



Grievance Procedure for Employees

This procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. Churchill Preschool is committed to ensuring that all staff at the setting should be treated in a fair, consistent and sensitive way.

Minor Disagreements

Informal action will be considered, where appropriate, to resolve minor disagreements among pre-school staff. This can be achieved through dialogue at regular staff and management meetings or informally by discussion.

Grievance Procedure

If after attempting to resolve the grievance through informal constructive discussion, the employee wishes to raise a formal grievance, the following procedure should be followed.

Informal Grievance

If an employee has a grievance it should be discussed in the first instance with the Playleader/s. If the grievance persists, a management sub-committee should be set up for the purpose of further discussion. The employee is entitled to have a colleague present. Employees' grievances will be treated seriously and will be resolved as quickly as possible.

A grievance is a complaint by an employee about any aspect of his/her employment, e.g. nature or range of duties, conditions of service, relationships with other staff. The grievance must be one that lies within the powers of the management committee and/or Playleader/s of Churchill Preschool to resolve, e.g. it cannot be about matters determined by national legislation.

Formal Grievance

If the matter is serious and the employee wishes to raise the matter formally, the grievance should be set out in writing. If the grievance is against the manager/s/Playleader/s and the employee feels unable to speak to her directly, he/she should be able to talk to the Chair of the Preschool Management Committee, Fran Yandell.

Grievance Hearing

The Playleader/s or Chair will call the employee to a meeting to discuss the grievance, within 5 days of the grievance being received. The employee has the right to be accompanied by a colleague or trade union representative.

After the meeting the Manager or Chair will give you a decision in writing within 24 hours.

Appeal

If the employee is unhappy about the decision and wishes to appeal he/she should let the Playleader/ Chair person of the Management Committee know.

The employee will be invited to a meeting, within 5 days and the appeal will be heard by an Appeals Committee. The employee has the right to have a colleague or trade union representative present.

After the meeting the Appeals Committee will give a decision, within 24 hours. The decision will be final.

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