



## Grievance Procedure for Pre-School Employees

If an employee is dissatisfied, they must have the opportunity for prompt discussion with their immediate supervisor. For the Supervisor of the Pre-School this would normally be the Committee Chair. For other Pre-School staff it would be the Pre-School Supervisor. If the grievance persists, a management panel (Supervisor and a Committee member) should be set up for the purpose of further discussion, at which the employee may, if they wish, be accompanied by a work colleague or trade union representative.

The aim of the above 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. There must be a right of appeal, to the full Pre-School Committee. At this level also, the employee's work colleague or trade union official may be present.

Employees are entitled to be accompanied at all stages of the grievance procedure.

### **Standard Statutory Minimum Procedure**

The Pre-School Committee must ensure the following statutory minimum procedure is always followed when grievances have been raised by employees.

If the grievance cannot be informally resolved, then the procedure consists of the following three steps:

- **Step 1: Statement of Grievance**

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 Supervisor and Chair. (If the grievance is with the Supervisor the matter should be raised in writing with the Chair).

- **Step 2: Meeting**

The Supervisor and a member of the Committee (now referred to as 'the Pre-School') must invite the employee to attend a meeting, normally within five days, to discuss the grievance.

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.

The employee must take all reasonable steps to attend the meeting. Employees will be allowed to explain their grievance and how they think it should be resolved.



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After the meeting, the Pre-School must inform the employee of its decision as to its response to the grievance in writing and notify them of the right to appeal against the decision if they are not satisfied with it. The employee should be notified of the decision within normally 3 days of the meeting (depending on the nature of the grievance).

However, if the employee is unhappy with the decision, they have the right to raise the matter with the whole Committee/another member of the Committee not previously involved in the grievance.

However,

- **Step 3: Appeal**

If the employee wishes to appeal against the decision, they must appeal in writing within five days to the Chair and formally request that their grievance be brought to the attention of the Committee. They should let their employer know the grounds for their appeal.

The Chair will invite the employee to attend a further meeting with the Committee, normally within five days, where the grievance will be heard. The employee must take all reasonable steps to attend the meeting.

After the appeal meeting, the Committee will inform the employee of its decision in writing within two days. This decision is final.

**This policy was adopted by the:** Ditton Church Pre-School Management Committee

**Date:** June 2021

**Signed on behalf of the Management Committee:** .....

**Role of signatory:** Chair of Management Committee

**Next review date:** June 2023

