

# **Sticky Fingers Pre-School**

## **12 - Grievance Procedure**

### **Aim**

Sticky Fingers Pre-School's aim is to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible. The following procedure shall be applied to settle all disputes or grievances concerning an employee or employees of the Pre-School (but excluding those related to redundancy selection).

For the purposes of this procedure, the Employer is the Pre-School Committee headed by the Pre-School Committee Chair.

### **Principles**

#### **Stage 1 - Informal discussion**

If an employee has a grievance about their employment they should discuss it informally with an immediate supervisor. We hope that the majority of concerns will be resolved this way.

#### **Stage 2- Statement of Grievance**

If the employee feels that the matter has not been resolved through informal discussions, the grievance should be put in writing to the Committee.

#### **Stage 3 - The Grievance Meeting**

The committee will respond to the employee(s) in writing, inviting him/her to a meeting where the alleged grievance can be discussed. The employee(s) will be informed of their right to be accompanied by a fellow employee, or an Early Years Advisor or chosen representative.

The Employee(s) and the Employer must take all reasonable steps to attend the meeting, but if for any unforeseen reason the employee, or the employer cannot attend, the meeting must be rearranged.

A statement summarizing the main details of the grievance and the reasons for the failure to agree must be prepared by the employee(s) and signed by both parties.

After the grievance hearing, the chair of the meeting must write to the employee informing them of any decision or action and offering them the right of appeal.

#### **Stage 4 - Appeal**

If the matter is not resolved to the employee's satisfaction they must set out their grounds for appeal in writing to the Committee. Both parties will then consider whether conciliation or arbitration is appropriate. The Committee may refer the dispute to the Advisory Conciliation and Arbitration Service, whose findings may, by mutual prior agreement, be binding to both parties.

This policy was adopted by

Sticky Fingers Pre-School

On

1<sup>st</sup> October 2019

Date to be reviewed

1<sup>st</sup> October 2020

Signed by Chairperson

Name of Chairperson

Michelle Mainwaring

Signed by Secretary

Name of Secretary

Hayley Shears