



# St Anne's and St Andrew's Joint Council

**Policy Number: 8**

**Policy Title: Grievance Policy**

**Approved: 23rd February 2016      Date for review: May 2017**

## **GRIEVANCE PROCEDURES**

**Note: This procedure is appended to the contract for information only and is not to be read or in any way construed as part of the contract of employment. It is subject to change after consultation. Any changes will be advised to you in writing.**

***Please note that within the terms of this policy 'Vicar' refers to the Vicar of St Anne's, 'Minister' refers to the Minister of St Andrew's.***

There are mainly two types of Grievance that may occur, and these Grievances need to be dealt with in two different ways, both of which have been outlined below.

At its Annual General Meeting the Joint Council will appoint a lay person who would be the *identified person* in the case of any grievance.

### **Individual Grievances**

- I.** The aim of this procedure is to settle grievances as quickly, fairly and as painlessly as possible. If possible employees shall attempt to resolve any grievances they have with individual(s) by discussing their grievances directly with that individual(s) on an informal basis. However where this is inappropriate due to the nature of the grievance, or does not achieve a resolution of the problem, employees shall follow the procedure below. An employee can seek support from a friend or Union representative at all stages of the grievance procedure.
- II.** In the first instance, the employee should raise the grievance with the Vicar or Minister. Where the either of these persons is the subject of the grievance, the employee can go straight to step (iii). The grievance should be in writing stating the nature of the grievance. The Vicar or Minister will try to resolve the matter within 15 days.

- III. If the Vicar or Minister. is unable to resolve the problem, the matter may be raised formally with the *appointed member* of the Joint Council, in writing stating the nature of the grievance. The appointed member of the Joint Council shall convene a Grievance Panel as soon as possible (but no later than 15 working days from the receipt of the formal notification of the grievance from the employee), and a Grievance Hearing shall be held. NB In the case of an employee having a grievance against the Identified pe of the Joint Council, then the employee should raise the grievance formally with another officer of the Committee. That Officer should follow the procedure outlined above.
- IV. The Grievance panel shall consist of a minimum of two members of the Joint Council who, if at all possible, have no prior involvement in the case.(In the event that two persons cannot be convened from Joint Council, one person for St Anne's PCC, and an Elder from St Andrew's shall be called upon.) They shall hear the grievance from the employee, and the response from the individual who is being complained about, and make recommendations to resolve the problem. Any compliant, which may ultimately involve the necessity of disciplinary action against the employee, should be thoroughly investigated and if warranted, the disciplinary procedure should be invoked.
- V. If either party is unhappy with the Grievance Panel's findings, then an appeal may be made to the full Joint Council who may hear the matter at a quorate Joint Council meeting or refer the matter to a small Appeals Panel made up of Joint Council members.

### **Grievance against the Employer**

**(i.e the Joint Council or the Vicar and Minister acting with the delegated authority from the Management Committee).**

- I. An Employee may feel that her/his employers have not acted correctly, and in accordance with an employee's terms and conditions of employment, or in breach of the Associations agreed procedures.
- II. In these cases, the employee should first attempt to resolve the problem by taking it up directly with the Vicar or Minister who will respond to the employee in writing within 15 days.
- III. If the Vicar or Minister is not able to resolve the grievance to the employee's satisfaction within 15 days, then the matter can be raised with the Joint Council; by the employee writing to the *appointed member* of the Joint Council within seven days. The Joint Council will decide whether to hear the matter at a quorate Joint Council meeting or refer the matter to a Grievance panel consisting of a minimum of two members of the Joint Council.

- IV.** Any Grievance Panel will meet within 21 days of the employee raising the grievance with the *appointed member*. If the Grievance Panel cannot resolve the grievance to the employee's satisfaction then the appeal must be lodged by the employee within seven days of the Grievance Panel making their findings known to the employee. The appeal will be heard by a quorate meeting of the Joint Council.
- V.** The Decision of the Joint Council at which the appeal is heard will be final.

During all stages of the Grievance Procedures employees may, and are advised to obtain support and representation from their Trade Union or a Friend.