

BUNDOORA PRE-SCHOOL POLICY

STAFF GRIEVANCE

Mandatory – Quality Area 7

Authorisation

This policy was approved on 20 August 2020 by the *Bundoora Pre-school* committee.

SCOPE

This policy applies to staff employed at the service and the committee.

BACKGROUND AND RELEVANT LEGISLATION

Background

From time-to-time, individual employees may have grievances related to their employment that need to be resolved to maintain positive working relationships. All parties to a grievance should try to resolve the matter informally through discussion, proceeding to formal processes only if this does not succeed. The enterprise agreement and industry awards in operation at the time will provide further guidance on the process to be followed.

POLICY STATEMENT

The service aims to maintain a harmonious work environment. This policy aims to assist staff and management to resolve staff grievances effectively and to the satisfaction of all concerned.

The service is committed to addressing staff grievances in a prompt and effective manner. The rights of employees will be respected in the grievance process. Both the employer and employee will abide by their obligations under any relevant industrial award or agreement.

The aim of this policy is to ensure that grievances are resolved by discussion between the parties. The employer recognises that, from time-to-time, individual employees may have grievances that need to be resolved in the interest of good relationships.

PROCEDURES

- Confidentiality is to be respected all times. Information about a grievance will not be disclosed or discussed outside of the grievance procedures, except as required by law
- A staff member who has commenced a grievance process may withdraw and stop the process at any time without penalty.
- No staff member will suffer any personal or professional disadvantage because they decide to pursue a grievance in accordance with this policy and procedures.
- Employees may elect to have a support person of their choice present as a witness at any meetings or interviews. This may be a union representative if this is consistent with a relevant federal award or industrial agreement.
- Until the grievance is resolved, work shall continue as normal unless there is a clear threat to any employee's health or safety.

STEP 1: DIRECT RESOLUTION

Staff members who wish to raise a grievance should, in the first instance, attempt to resolve the issue directly with the person/s involved.

STEP 2: LINE MANAGEMENT

If matters are not resolved, or the staff member is unwilling to raise it with the person/s involved or with the line manager, the staff member should raise their grievance with the next level of management as set out below. Staff will move through each level only if they consider that their grievance has not been resolved.



STEP 3: RESOLUTION AND DOCUMENTATION

When a grievance is resolved, the relevant parties will be notified accordingly. Where it is considered appropriate to document outcomes of a grievance procedure, it will be placed on the employee's personnel file and a copy given to the employee. Any such documentation will be destroyed after a period of 12 months if no longer required.

KEY RESPONSIBILITIES AND AUTHORITIES

- The committee is responsible for approving any changes to this policy.
- The staff are responsible for raising grievances in line with this policy.

EVALUATION

To assess whether the policy has achieved the purpose set out in the policy statement above, the committee will review this policy every two years, and obtain feedback from staff as part of this review process.

REVIEW DATE: OCTOBER 2022

ATTACHEMENT 1: Staff Incident, Complaint or Grievance form

Current Google Forms example below. Responses sent directly to the President for a response.

Staff Incident, Complaint or Grievance form

Please fill out if an incident has occurred that you would like to report and have the Committee investigate. Please note any incidents reported are confidential and the details only discussed with relevant parties.

* Required

Email address *

Your Name *

Date and time of incident/s *

Location of incident *

People involved *

Description of incident/s *

Were there any witnesses/other staff present at kindergarten? *

Name of witness/es

Has this incident been raised or discussed with the Nominated Supervisor? If not, what is the reason for this? *

Additional notes or comments you'd like to include:

A copy of your responses will be emailed to the address you provided.

Submit