

## Boroondara Preschool

# STAFF GRIEVANCE POLICY

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### 1. Authorisation

This policy was adopted by the Boroondara Preschool committee, at a committee meeting, on 1<sup>st</sup> September 2008.

### 2. Review date

This policy shall be reviewed in 2009 and on a yearly basis.

### 3. Scope

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

### 4. Background and relevant legislation

#### Background

From time to time individual employees may have grievances related to their employment, which need to be resolved in order 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.

#### Legislation relevant to the policy

*Workplace Relations Act 1996*

Relevant industrial awards or agreements

### 5. Definitions

**Staff grievance:** A staff grievance occurs where a staff member is concerned about some aspect of their employment or treatment by another person or by a management decision, and wishes some action to be taken to remedy the situation.

### 6. Policy statement

The centre 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 centre 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 which need to be resolved in the interest of good relationships.

### 7. Procedures

- Confidentiality is to be respected – no one is to discuss information about a grievance outside the grievance procedures.
- A staff member who has commenced a grievance process, may withdraw and stop the process at any time without penalty.

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- 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.
  - Employees may request attendance of a union representative at meetings when consistent with a relevant federal award or industrial agreement.
  - Until the grievance is resolved, work shall continue as normal.

#### **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 their line manager, the staff member should raise their grievance with their 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.

Immediate person involved

Their immediate supervisor

Staff liaison officer or subcommittee

Committee

#### **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.

#### **8. Key responsibilities and authorities**

Who is responsible for what?

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

#### **9. Evaluation**

In order to assess whether the policy has achieved the purpose set out in point 6 (policy statement), the committee will:

- Obtain feedback from staff
- Assess whether grievances raised under this policy were resolved.