



# **DOGMERSFIELD PARISH COUNCIL**

## **Employee Grievance policy and procedure**

### **1. Dealing with grievances informally**

If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking it over with the Chairman. You may be able to agree a solution informally between you.

### **2. Formal grievance**

If the matter is serious and/or you wish to raise the matter formally you should set out the grievance in writing to the Chairman. You should stick to the facts and avoid language that is insulting or abusive. The Chairman shall report your written grievance to a meeting arranged to hear the grievance, held in the absence of the public and the press.

Where your grievance is against the Chairman and you feel unable to approach him or her you should talk to the Vice Chairman.

### **3. Grievance hearing**

The Chairman (or Vice Chairman) will convene a Grievance Panel which will call you to a meeting, normally within five days, to discuss your grievance. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the meeting the Grievance Panel will give you a decision in writing, normally within 24 hours.

### **4. Appeal**

If you are unhappy with the Grievance Panel's decision and wish to appeal you should let the Chairman know. You will be invited to an appeal meeting, normally within five days, and your appeal will be heard by the full Council normally in a closed session. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the meeting the full Council will give you a decision in writing, normally within 24 hours. The full Council's decision is final.

### **5. Abuse of this policy**

Any abuse in the application of this policy e.g. if an employee's grievance is found to be malicious or to have been made in bad faith it will be dealt with in accordance with the Council's Disciplinary policy and procedure and may possibly result in disciplinary action being taken, up to and including dismissal.

### **6. Alterations and amendments to this policy**

This policy and procedure does not form part of employee's contractual rights. The Council reserves the right to revise the contents of this policy and procedure from time to time or withdraw it at its absolute discretion, in accordance with the needs of the council.