



“All different, all equal, all achieving together”

EMPLOYEE GRIEVANCE PROCEDURE

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|---------------------|---|--------------------|------------------|
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Contents

1. Introduction3

2. Procedure3

Informal3

Formal3

3. Appeals.....4

Appendix A.....5

Employee Grievance Form.....5

1. Introduction

This procedure is for employees of Learn@ Multi-Academy Trust and their component Academies who may have grievances about their working conditions, application or non-application of policies and procedures, environment, relationships with management or colleagues, duties and responsibilities or work volume. If you believe that you have been subjected to any treatment that adversely affects your working relationships or your work, including discrimination, harassment, bullying or victimization, please raise the matter under this procedure.

Every effort must be made by employees and managers to resolve grievances as a priority issue.

You cannot use this procedure to raise grievances after you have left employment. If a grievance procedure is ongoing when an employee's employment ends, the Trust is under no obligation to conclude the matter in accordance with this procedure.

If your grievance is an allegation against another employee that has not directly affected your employment, the matter will be dealt with under the Disciplinary Procedure and you may not be involved in it any further.

2. Procedure

The procedures to be followed are:

Informal

If you have a grievance you should raise it informally (either orally or in writing) with:

- your Headteacher/Manager
- the perpetrator, that is the person who is upsetting you, making you feel aggrieved, or
- a third party (for example a trade union representative).

If you are able to resolve the grievance informally, that will conclude the matter and in some cases, there may not be any record of it.

Formal

If the grievance cannot be resolved informally or if it is more serious, you can raise a grievance formally. Please use the Employee Grievance Form (Appendix A) to state your grievance and the remedy you are seeking. You may seek assistance from your trade union representative to do this. If you wish to submit written evidence in support of your grievance, include it with the form.

Send the completed grievance form to your Headteacher/Manager. If your grievance relates to your Manager, send it to the Headteacher. If your grievance is with your Headteacher then submit it to the Chair of the Academy Council.

Your Headteacher/Manager will invite you to a meeting to enable you to explain your grievance in further details and to consider how to deal with your grievance taking account of:

- What you have done so far to resolve the issue
- Have you clearly identified a reasonable remedy on your completed Employee Grievance Form. If you have not they will ask you to do so.
 - Does your grievance require any immediate action to be taken.

You can be supported by your trade union representative or a work colleague at this meeting.

The aim of the meeting is to find a way forward. Success is far more likely if a potential solution can be identified and agreed. Your Headteacher/Manager will consider the options moving forwards, and will inform you of the way they intend to resolve the matter and confirm that in writing. They may need to investigate the grievance before delivering the findings and recommendations.

If the outcome is that it is found that there is substance to a disciplinary allegation against another employee, that will be dealt with under a separate procedure and you are unlikely to be involved or communicated any outcome regarding that matter.

3. Appeals

You are entitled to appeal against the outcome of the grievance. You must do so in writing, setting out the grounds of your appeal, within ten working days of receiving the written confirmation of the decision. You must do this in writing to the Clerk to the Trustees.

The purpose of the appeal will be to consider your grounds of appeal and whether they affect the outcome of the grievance.

The appeal will usually be heard in a meeting by someone who has not previously been directly involved in the issues being considered.

You are entitled to be accompanied by a trade union representative or work colleague.

Appendix A

Employee Grievance Form

| | |
|--|------|
| Your name | |
| Job title | |
| <p>Grievance <i>(please give a full description of your grievance, use this form to help a shared understanding of your grievance and what is needed to put things right)</i></p> | |
| | |
| <p>Remedy</p> <p>We encourage you to say what you think needs to happen to resolve your grievance. You may wish to take advice from your trade union representative on what might be an appropriate remedy. Remember, once the grievance is dealt with, the outcome will be at the discretion of the Headteacher/Manager or the appeal panel and it may not reflect the remedy you have proposed.</p> | |
| | |
| <p>Declaration</p> <p>I confirm that the details above are true and that I have read and understood the Employee Grievances Procedure. I also understand that a copy of this form will usually be given to the people I name in it.</p> | |
| Signature | Date |