

# HR & OD POLICIES

human resources and organisational development



## Grievance Teachers & Associated Professionals

## Policy

## 1. STATEMENT OF POLICY

It is the view of Aberdeenshire Council that a well motivated and highly effective workforce is essential for the effective performance and conduct of the Authority's affairs. The Council recognises that grievances can arise between employees and the Council during the conduct of its affairs and also recognises that such grievances require to be resolved on a fair and equitable basis and within a reasonable time scale in accordance with an agreed Policy and Procedure.

In support of this, the Council has prepared and issued this Grievance Policy and Procedure in consultation and agreement with the appropriate trade unions.

This Grievance Policy & Procedure provides a mechanism whereby problems in relation to work, the working environment, bullying or harassment or working relationships can be raised and addressed. These problems should be dealt with as quickly and fairly as possible to avoid them developing into major problems or, potentially, collective disputes.

Service Directors and the Head of Service (Human Resources & Organisational Development) will be responsible for arranging appropriate training and briefing on the use of this Policy and Procedure and the maintenance and updating of records, within services and centrally, to facilitate the smooth operation of this Procedure.

Service Directors are responsible for the management of their Service and therefore have ultimate responsibility for resolving grievances raised by employees in accordance with this Procedure up to and including Stage 2.

This Grievance Policy & Procedure applies to both individual and group grievances and the same stages should be utilised.

Employees should be made aware of the Grievance Policy and Procedure and have ready access to it.

This Policy and Procedure takes account of the guidance contained in the ACAS Code of Practice on Discipline and Grievance at Work. In particular, it provides for the right to be represented at all stages of the Grievance Policy and Procedure.

## 2. SCOPE OF THE POLICY

This Grievance Policy applies to Teachers and Associated Professionals the Grievance Procedure will apply to all employees of the Council.

This Policy and Procedure conforms with the SNCT Handbook Appendix 2.13 and the SNCT Appeals Procedure Appendix 2.14 for Teachers and Associated Professionals.

In agreeing to the introduction of this Grievance Policy and Procedure, Aberdeenshire Council and the trade unions have taken account of the provisions of the relevant national schemes of conditions of service, and this will be reviewed as required.

Grievance procedures provide a mechanism whereby problems in relation to work, the working environment or working relationships can be raised and addressed.

It is neither possible nor desirable to specify every issue which may give rise to a grievance, but the main areas would include: terms and conditions; health and safety; relationships at work; new working practices; organisational change and equal opportunities matters.

The Grievance Policy and Procedure will not apply to the following notwithstanding the provisions to raise a grievance regarding procedures and processes as indicated above:

- The outcome of a grading notwithstanding the process of an equal pay claim.
- It is not competent to raise a counter grievance on a disciplinary matter. It is competent to raise a grievance relating to the disciplinary process. Grievances raised during a disciplinary case will be handled according to ACAS Code of Practice.
- Issues arising from the content of the consultation document during the process of formal consultation. Such issues may only be raised once the formal consultation process has been exhausted.

### 3. GENERAL PRINCIPLES

The aim of this Grievance Policy and Procedure is to achieve a satisfactory resolution to a particular problem for all parties involved. The operation of the Policy and Procedure in a satisfactory manner will depend on the adoption of certain general principles, which are in accordance with recognised good HR practice as outlined below.

The Grievance Policy and Procedure allows for a series of stages ranging from an informal approach to an appeal at national level. In many cases, addressing a grievance informally can resolve the matter and it is hoped that all grievances can be dealt with on this basis. In some circumstances it may be necessary over a period of

time to pursue all of the stages of this Procedure in order to resolve the issue(s) raised.

Decisions relating to a grievance should, if possible, be taken at the lowest appropriate level.

All grievances should be dealt with quickly, fairly and within the agreed time scales outlined in this Procedure.

Individual and group grievances must be dealt with using the same Procedure and including the same stages.

At all stages of this Procedure (including the informal stage) the employee must be given the opportunity to state his/her grievance and have the right to be represented by a trade union representative or a work colleague.

# Grievance Teachers & Associated Professionals

## Index of Documents

### Policy

<b>Revision Date</b>	<b>Previous Revision Date</b>	<b>Summary of Changes</b>
24-11-2011		Creation of all Documents
07-07-2015	24-11-2011	Format Update