

STAFF GRIEVANCE



PURPOSE

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



POLICY STATEMENT

VALUES

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.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, other staff, committee members and volunteers of Woodridge Pre-school.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff
The committee is responsible for approving any changes to this policy.	√		
The staff are responsible for raising grievances in line with this policy.		√	√



PROCEDURES

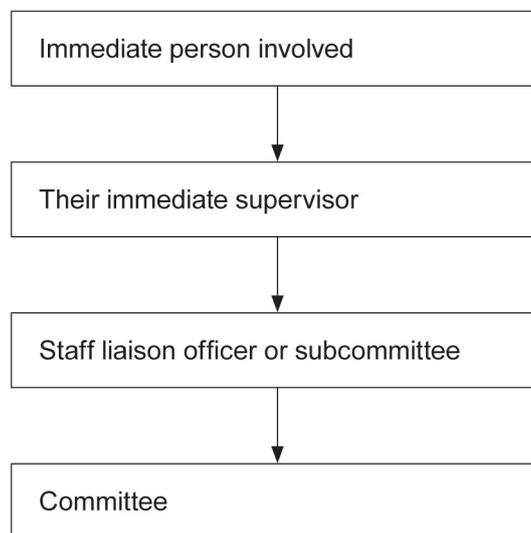
- Confidentiality is to be respected all times. Information about a grievance will not be disclosed or discussed outside of the grievance procedures, except as required by law
- A staff member who has commenced a grievance process may withdraw and stop the process at any time without penalty.
- No staff 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.



BACKGROUND AND 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.

SOURCES AND RELATED POLICIES



RELATED POLICIES

- Complaints and Grievances Policy
- Privacy and Confidentiality Policy

EVALUATION



In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- monitor the implementation, compliance, complaints and incidents in relation to this policy
- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk.

AUTHORISATION

This policy was adopted by the approved provider of Woodridge Pre-school on June 2020

REVIEW DATE: June 2023

