

GRIEVANCE PROCEDURE

1. PREAMBLE

1.1 The University recognises the importance of establishing a formal procedure under which individual employees can raise grievances. The purpose of this procedure is as follows:

- a) To foster good relations between employees, supervisors and managers by creating a channel through which grievances can be heard and by discouraging the harbouring of grievances.
- b) To settle grievances as closely as possible to their point of origin.
- c) To ensure that grievances are resolved as quickly and as fairly as possible.

2. GENERAL PRINCIPLES

2.1 The Grievance Procedure may be used by all employees of Leeds Trinity University, except the Vice Chancellor and members of the Executive Team, who may raise grievances under the Grievance Procedure (The Executive).

2.2 A grievance can relate to any aspect of employment which affects the employee personally and which is not reserved to be dealt with under any other established procedure. Thus, matters relating to the following aspects of employment are not regarded as appropriate to be dealt with under the Grievance Procedure:

- a) Formal disciplinary action taken in accordance with the University Disciplinary Procedure
- b) Matters relating to income tax, national insurance and other statutory deductions from pay which are outside the control of the University
- c) Redundancy
- d) Capability
- e) Dismissal on Grounds of Ill Health
- f) Matters which could be dealt with under the Whistleblowing policy
- g) Matters which could be dealt with under the Fraud policy and procedure

2.3 It is intended that the Grievance Procedure should be used only as a last resort by employees. Every effort should be made to resolve differences on employment matters at the immediate supervisory or managerial level, or by referring the matter to the member of staff most capable of resolving the issue. If the employee is not satisfied, he/she may proceed to Stage 1 of this procedure.

2.4 At each stage of the procedure every effort will be made to resolve the matter as speedily as possible. However, some cases may need time in excess of the limits prescribed in Section 3 to allow full investigation and consideration. Any extension of time at each stage will be agreed between the two parties.

2.5 At all stages of the procedure, employees are encouraged to seek advice from a member of the Human Resources Department and/or a Trade Union representative.

2.6 At all stages of the procedure, the employee will, if attending meetings in respect of the grievance, have the right to be accompanied by a work colleague or a Trade Union representative. If any such meetings are convened, the Head of Department/member of the Strategic Management Team/Vice Chancellor will request the attendance of the Director of Human Resources or Human Resources Officer, who will make a written record of the proceedings. The Director of Human Resources or Human Resources Officer will provide a copy of the written record to all those present within five working days of the meeting.

2.7 If a Head of Department wishes to raise a grievance, he/she should proceed directly to Stage 2.

2.8 If an employee's grievance relates directly to the conduct of his/her Head of Department, he/she should proceed directly to Stage 2.

2.9 If an employee's grievance relates directly to the conduct of a member of the Strategic Management Team, he/she should proceed directly to Stage 3.

2.10 If an employee's grievance relates directly to the conduct of the Vice Chancellor, he/she should proceed directly to Stage 4.

2.11 If an employee's grievance relates to the conduct of a work colleague, and if, in order to pursue a resolution to the grievance contact with that individual will be required, then (unless the complainant requests otherwise) that colleague will be notified of the terms of the grievance and will have the opportunity of addressing the grievance, and will, subject to third-party rights, be informed of the outcome.

2.12 At all stages of the procedure, the employee will have the right to state his/her case fully, to present evidence and to call witnesses.

2.13 It is in the interests of all parties to maintain confidentiality throughout the procedure.

3. PROCEDURE

3.1 Stage 1

3.1.1 Where an employee is aggrieved on any issue relevant to this procedure, he/she may raise the matter in writing with his/her Head of Department.

3.1.2 The Head of Department will meet with the employee and reply in writing to the grievance as soon as practicable and, in any event, within ten working days of receipt of the written grievance. The reply will state clearly the response to the grievance and the reasons for the decision. If the employee is dissatisfied with this response, he/she may proceed to Stage 2.

3.2 Stage 2

3.2.1 The employee may, if he/she so wishes, raise the matter in writing with the member of the Strategic Management Team responsible for his/her department within ten working days of receipt of the response in 3.1.2, enclosing relevant evidence. The employee should state clearly the outstanding grievance and the reasons for dissatisfaction with the response made by the Head of Department.

3.2.2 The member of the Strategic Management Team will meet with the employee and reply in writing to the grievance as soon as practicable and, in any event, within ten working

days of receipt of the written grievance. The reply will state clearly the response to the grievance and the reasons for the decision. If the employee is dissatisfied with the response, he/she may proceed to Stage 3.

3.3 Stage 3

3.3.1 The employee may, if he/she so wishes, raise the matter in writing with the Vice Chancellor within ten working days of receipt of the response in 3.2.2, enclosing relevant evidence. The employee should state clearly the outstanding grievance and the reasons for dissatisfaction with the responses made thus far.

3.3.2 The Vice Chancellor will meet with the employee and reply in writing to the grievance as soon as practicable and, in any event, within ten working days of receipt of the written grievance. The reply will state clearly the response to the grievance and the reasons for the decision. If the employee is dissatisfied with the response, he/she may proceed to Stage 4.

3.4 Stage 4

3.4.1 The employee may, if he/she so wishes, raise the matter in writing with the Chairperson of the Board of Governors within ten working days of receipt of the response in 3.3.2, enclosing relevant evidence. The employee should state clearly the outstanding grievance and the reasons for dissatisfaction with the responses made thus far.

3.4.2 The Chairperson of the Board of Governors, or his/her nominee(s), will meet with the employee to consider the grievance. At any meetings which are convened in respect of the grievance, he/she will be accompanied by the Clerk to the Board of Governors, who will make a written record of the proceedings and provide a copy of it to all present within five working days of the meeting.

3.4.3 The Chairperson of the Board of Governors or his/her nominee(s), will reply in writing to the grievance as soon as practicable and, in any event, within ten working days of receipt of the written grievance. The reply will state clearly the response to the grievance and the reasons for the decision.

3.4.4 The decision of the Chairperson of the Board of Governors or his/her nominee will be final.