

GRIEVANCE PROCEDURE

This policy refers to both Wellington Senior School and Wellington Prep School

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Website	No

GRIEVANCE PROCEDURE

Should an employee at any time have a grievance connected with his or her employment it will be the School's intention to consider and resolve it at the earliest opportunity and to the satisfaction of all concerned wherever possible. The procedure is not contractual but applies to all employees who should familiarise themselves with its provisions. All stages of this process will be dealt with without unreasonable delay.

Informal

An employee who has a grievance with any aspect of his or her employment should raise it initially with his or her line manager and the matter will be discussed informally and resolved where possible.

Formal

If no satisfactory resolution is possible, or the employee considers they have not been fairly treated, they may raise it in writing to the Head of Department and it will be treated as a formal grievance. If the matter concerns the employee's Head of Department, they may raise their grievance directly with a member of EMT (Executive Management Team). If the grievance relates to a member of EMT, they should direct the grievance to the Head or Bursar. For cases involving the Head or Bursar, the grievance complaint should be sent to the Clerk to Governors.

When an employee raises a formal grievance a meeting will be arranged as soon as possible. At the meeting the employee will have the opportunity to explain their grievance and how they think it may be resolved. Depending on the circumstances, the meeting may be adjourned in order for an investigation to take place. Where the matter needs to be investigated and/or the meeting adjourned, the employee will be given an indication of the likely timescale for receiving a response.

At the meeting, the employee may be accompanied by a colleague or trade union representative of their choice.

The employee will be informed in writing of the outcome of the grievance and the reasons for the decision. If any action is to be taken as a result of the grievance, the employee will, where possible, be informed.

The decision will be issued as soon as possible following the conclusion of the meeting. Where the matter needs to be investigated and/or the meeting adjourned, the employee will be given an indication of the likely timescale for receiving a response.

Appeal

If the employee feels that his or her grievance is not satisfactorily resolved, or feels they have been unfairly treated, he or she may, within five working days of the written decision, appeal in writing to the Head or Bursar. For cases involving the Head or Bursar, an appeal should be sent to the Clerk of Governors.

An appeal hearing will be convened as soon as is reasonable practicable, and will be heard by either the Head or Bursar, whomever has not been previously involved. For appeals that refer to the Head or Bursar a panel of up to three Governors (minimum of two) will hear the appeal.

At the appeal hearing, the employee may be accompanied by a colleague or a trade union representative of their choice.

Whenever possible, a decision of the appeal and the reasons for it will be given within ten working days of the hearing. This decision will be given in writing and will be final.