

Staff Grievance Policy

WHC reserves the right to amend this policy at its discretion. The most up-to-date version can be downloaded from our website.



University of the
Highlands and Islands
West Highland College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaiste na Gàidhealtachd an Iar

Staff Grievance Policy

ELT manager	Vice Principal Academic Affairs
Responsible officer	HR Manager
Date first approved by BoM	11 June 2011
First Review Date	March 2014
Date review approved by BoM	
Next review date	Under Review The Board agrees that this policy will come to the Board meeting in June 2018
Equality impact assessment	
Further information (where relevant)	

Reviewer	Date	Review Action/Impact	BoM

STAFF GRIEVANCE POLICY

Contents

1	Purpose.....	3
2	Scope	3
3	Context.....	3
4	General Rights.....	4
5	Linked Discipline and Grievance Issues.....	4
6	References.....	5

HUMAN RESOURCES POLICY AND PROCEDURES FRAMEWORK Staff Grievance Policy

1 Purpose

The purpose of this policy statement and the related procedure is to:

- provide a framework within which grievance issues can be resolved in a way which is designed to promote fairness in relation to the treatment of all staff;
- ensure that grievances are resolved as quickly as possible;
- identify those staff responsible for contributing to the resolution of grievance issues; and
- ensure that the possibility of damage to sound professional relationships within the College is minimised.

2 Scope

This policy outlines the basis on which grievance issues will be handled and resolved for all staff employed by the Board of Management.

The grievance policy has been agreed following discussion with staff representatives and will not be amended without further consultation taking place. This procedure document is a statement of intent and is not intended to be contractually binding.

3 Context

3.1 Grievance Issues

A grievance issue may arise where a member of staff feels that s/he has been disadvantaged or unfairly or unprofessionally treated by the decision making of a more senior member of staff.

Issues resulting from complaint regarding the behaviour, conduct, or work performance of a member of staff are not usually considered to be grievance issues and would normally be considered under the terms of the Staff Discipline Policy.

Guidance on the application of the Grievance Procedure is available from the Assistant Principal Human Resources/Human Resources Officer.

3.2 Informal Consideration

Whenever possible, a grievance should be raised and dealt with informally. Where the informal process fails, or is inappropriate, the formal procedure may be invoked.

3.3 Formal Consideration

A complaint may be submitted and pursued by an individual or by a group of staff.

- Following initial notification, a grievance may be withdrawn by written notification from the member/group of staff.

3.4 Grievances Raised by Former Staff

Where a grievance or complaint is made by any person who is no longer in College employment, this will be dealt with under the terms of the Complaints procedure. In these circumstances the issue will be fully investigated and the complainant will receive written notification of the outcome of their complaint.

4 General Rights

4.1 Staff Representation

At any and all stages of the formal procedure and/or of the appeal procedure, the member of staff will have the right to be accompanied by a work colleague. The member of staff and his/her nominated representative will receive copies of all written statements or evidence which will be presented at the hearing and will be required to make available copies of any written evidence which they intend to refer to at the hearing.

4.2 Right of Appeal

There will be a right of appeal against the outcome of a formal grievance hearing.

5 Linked Discipline and Grievance Issues

Where a grievance is raised by a member of staff in relation to disciplinary issues under investigation these may be considered through a joint disciplinary/grievance hearing process. In these circumstances the discipline and grievance procedures to be followed will be that considered most appropriate within the circumstances to allow a full and open hearing of all relevant points.

6 References

Staff Grievance Procedures and Appendices.

Statutory and legal provision governing staff grievance issues.

Information and advice regarding statutory and legal grievance requirements applicable to employment matters a may be sought by contacting the Assistant Principal Human Resources/Human Resources Officer.

Equality and Diversity Policy and Procedures.

Compliments Comments and Complaints Procedure

ACAS Code of Practice on Discipline and Grievance Procedures