

Evolution International School

Staff Grievance Policy

May 2020

Rationale

This policy sets out the procedures for staff who wish to seek redress for any grievances relating to their employment. It aims to ensure consistent and fair treatment for everyone and to ensure that matters are dealt with in a timely manner.

These procedures do not apply where there are grievances which can be settled informally with the individual's line manager during the course of their normal working relationship

Procedures

An employee may, if they wish, be accompanied throughout the process by a work colleague but this person should not be a family member or close friend.

a) Informal Resolution

Employees should aim to settle most grievances informally with their line manager or school director during the course of a normal working day.

b) Formal Grievance

If an employee would like their grievance dealt with formally then they should inform the school director in writing, usually by school email. If the grievance concerns the school director, then the email should be sent to the school chairman.

Within five working days the director (or chairman) will arrange a meeting with the employee by confirming in email the time, date and location of the meeting. Should the given time/date not be convenient then the employee may request an alternative as long as it is reasonable and not more than five days after the original date set.

Notes of the meeting will be taken by a third party who is mutually agreeable to both sides, normally a member of the SMT or other senior colleague. The note taker will not take any other part in the formal process. Copies of the notes will be circulated to both parties as soon after the meeting as is practicable.

The meeting will be adjourned if the director (or chairman) deems that an investigation is appropriate. Wherever possible the meeting will be reconvened within five working days.

Once a decision has been taken by the director (or chairman) the outcome will be confirmed by email within 24 hours of the final meeting. The email will include details of:

- whether the grievance was upheld either fully or in part
- if the grievance was not upheld, the reasons for this
- any actions to be taken to resolve the grievance
- how any actions will be monitored or reviewed
- the employees right to appeal

Right of Appeal

Should the employee wish to contest the decision of the school director they may give written notification in email form to the school chairman within five working days of receipt of the written outcome and give specific reasons for the appeal and what outcomes are being sought.

The chairman will raise the matter with the board within five working days wherever this is practicable. The board may or may not request a meeting with the employee to review their case. The employee will be informed within 24 hours of the board meeting of their decision. The board's decision will be final.