RISSALAH COLLEGE

CHILD PROTECTION POLICY
2014

GRIEVANCE & DISPUTE HANDLING – EMPLOYEE WITH MANAGEMENT
(UPDATED 2014)
Related Policies

- Complaints
- Grievance and Dispute Handling – Management with Employee

Purpose

This policy establishes procedures to provide a process for the speedy resolution of grievances and disputes between an employee/s (member/s of staff) and management. The process is based on consultation, cooperation and negotiation.

Policy

From time to time, situations may also arise where an employee has a grievance with a member of the School Executive including the Principal. The procedures outlined in this section must be followed to ensure that all parties concerned are treated justly and to maintain professional and legal credibility.

Definitions

Nil

Procedures

This section sets out the procedures to be followed where an issue of grievance or dispute arises between a staff member and a member of the School Executive or the School Deputy Principal and Principal.

Stage One

1. A staff member should raise any concerns with the Deputy Principal, in the first instance, with the aim of resolving any issues as soon as possible.

2. In drawing issues to the attention of the Deputy Principal, the staff member may either do this in person or in writing.

3. When meeting with the Deputy Principal, the staff member is entitled to be accompanied by another person of his/her choice from the staff of the school.

4. Should the staff member choose to be accompanied as provided for in point 3 above then the Deputy Principal may choose to have present another member of staff.

5. Any person present at an interview between a staff member and the Deputy Principal is free to take notes.
6. In any such interview between a staff member and the Deputy Principal or Principal, the staff member will inform the Deputy Principal or Principal of the nature of the problem and the Deputy Principal or Principal is to be given an opportunity to respond.

7. Should the matter of grievance not be resolved at this meeting the matter may progress to Stage Two.

Stage Two
1. Should the matter not be resolved between the staff member and the Deputy Principal or school Principal in the first instance, it may be referred to the Board of Directors who will assist the parties in resolving the matter. Should the staff member be a member of a union the staff member may request the assistance of the appropriate union in resolving the matter.

2. The Principal may allocate the matter to another officer of the school for action.

3. Should it be necessary for meetings to be held in an attempt to resolve the matter, the procedures outlined above shall apply.

4. As soon as practicable after the final meeting, but ordinarily not more than five working days after the final meeting, the Deputy Principal will confirm in writing the agreed outcome. The matter, having been brought to a satisfactory conclusion, is now finalised.

Stage Three
1. If, notwithstanding the taking of the steps referred to in Stage One and Stage Two above, the grievance or dispute has not been resolved within a reasonable time, either the employee or the union may refer the matter to the Industrial Relations Commission for resolution.

2. Nothing in the above procedures shall in any way limit a union’s representative the right to interview the Principal in an effort to resolve the grievance or dispute.

References

Relevant Certified Agreement
Forms
Nil

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