

ABBOTS HALL OUT OF SCHOOL CLUB

STAFF GRIEVANCE

Step One

* The employee must set out the grievance in writing and send a copy to the management committee.

Step Two

* The Chairperson must invite the employee to attend a meeting to discuss the grievance.

* The meeting must not take place unless the employee has told the Chairperson the basis of the “grounds for grievance” contained in the statement and the Chairperson has had the opportunity to consider his or her response.

* The employee must take all reasonable steps to attend the meeting.

* After the meeting, the Chairperson must inform the employee of his or her decision in writing and notify him or her of the right to appeal.

Step Three

* Should the employee wish to appeal, they must inform the Chairperson- the Chairperson must then invite them to attend a further meeting with the voluntary management committee.

* The employee must make all reasonable steps to attend the appeal meeting.

* After the appeal meeting, the Chairperson must inform the employee of the Management Committee final decision.

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