

St James' Church Parish of Hemingford Grey

Grievance Procedure

1. Purpose and Scope

It is in everyone's best interest that staff have a means to raise any problems or concerns affecting them at work in an atmosphere of trust and confidence. It is our aim that issues are settled quickly and informally by the immediate line manager. However, if your concerns cannot be dealt with in this way then this procedure will provide a fair and speedy mechanism to resolve them.

2. Principles

The following principles will apply to this procedure:

- (a) At all stages you will have the right to be accompanied by a certified trade union official or by a fellow worker within the organisation;
- (b) At all stages you will be given reasonable notice of the date and time of any formal grievance hearing;
- (c) All matters relating to the hearing, where possible, will be dealt with promptly and without undue delay. If there are logistical issues then time limits specified within the procedure may be extended. Should this be the case the earliest mutually agreeable date will be set and confirmed in writing;
- (d) Information relating to any grievance brought by you shall remain confidential and any record will be retained in accordance with the Data Protection Act 1998. All proceedings will be conducted in a private environment.
- (e) At every stage you will be given the opportunity to formally state your case;
- (f) In raising grievances you will in no way be subject to discrimination of any form as a result of the grievance;
- (g) Decisions on the grievance will be communicated to you promptly and in writing – normally within 10 working days.

- (h) At each stage the manager hearing the grievance will have the right to endorse or overturn any grievance decision taken previously.

The Procedure

3. Informal Stage

In the event of you having any grievance or complaint relating to your employment (other than a grievance or complaint concerning disciplinary action which should be dealt with under the employer's disciplinary procedure) you should speak in the first instance, informally, to your [line manager]. If a solution cannot be found you should notify your [line manager] that you wish to invoke the formal grievance procedure. If the complaint is against the [line manager], then you should in the first instance speak to a Churchwarden

4. Formal Procedure

1. If you have any grievance relating to your employment which you feel unable to resolve informally, you should raise the matter initially with your line manager or if your grievance relates to your line manager to a Churchwarden. The grievance must be set out in writing and a copy of this written grievance should be sent to your line manager or a Churchwarden, as appropriate.
2. On receipt of a written grievance from you, the PCC will appoint a representative who will invite you to attend a meeting to discuss that grievance. You will be entitled to attend that meeting either alone or with a work colleague or trade union official. You have the right to seek adjustment of the time and date within reason but must take all reasonable steps to attend the meeting. Prior to the meeting you will be required to inform the PCC what the basis for your grievance is and the PCC will be given reasonable opportunity to consider their response to the information that you supplied.
3. After the meeting the PCC will inform you of their decision as to the PCC's response to the grievance within 10 working days, and you will be notified of your right to appeal against that decision if you are not satisfied with it.
4. If you do wish to appeal against the decision of the PCC in response to your grievance then you must inform the Chair of the PCC of your wish within five days and you will be invited to attend a further meeting for the purposes of your appeal. This appeal will be heard in addition by someone independent to your original grievance meeting. The

procedure for the appeal will be the same as the initial meeting and after that appeal meeting has taken place you will be informed of the final decision of the PCC.

Modified Procedure

5. If you are no longer employed by the PCC and it is no longer practical to use the standard procedure if both you and the PCC agree in writing then you may set out the nature of your grievance in writing to the PCC and the PCC shall after considering your grievance set out its response in writing and send it to you.

6. With reference to all steps concerning the above modified grievance procedure, each step and action under the procedure will be taken without unreasonable delay and all meetings will be conducted in a manner that enables both the PCC and you to explain their respective cases and meetings shall take place at a reasonable time and location. It is incumbent on both you and the PCC to cooperate with each other in operating the procedures.