St. Kevin's Primary School
Ormond

Grievance Procedure Policy

STEP ONE.

Every attempt should be made to resolve a local grievance in the first instance by the St. Kevin's grievance procedure.

1. Where a member or members of staff have a grievance with either the Principal or Parish Priest a direct approach, in the first instance, should be made to the Principal or Parish Priest as appropriate.

2. Where a teacher has a grievance with another member or members of staff, he / she should first endeavour to resolve the matter by direct approach to the member of staff involved.

3. Where a member of staff requests a personal interview with a member of staff, Principal or Parish Priest, it should be granted within five working days of the request being made.

4. At all times during step one either party has the right to seek advice from the relevant Union or Employer body or the C.E.O.

STEP TWO.

1. When a grievance is not resolved by step one, either party in a further attempt to resolve the matter, may call upon their respective Associations to become more formally involved.

2. The Parish Priest and / or Principal, in consultation where appropriate with his representatives, should seek to settle the problem.
STEP TWO (cont)

3. A meeting for this purpose should be set up within five working days and each party if they wish, is entitled to submit written documentation. All parties to the dispute may be accompanied by a nominee or an official representative of their Union or Association. Either party may ask for any further relevant documentation.

4. As part of their willingness to facilitate the resolution of the dispute at a local level, the Principal and Parish Priest will, if approached, meet with an officer or officers of the Union. If such a meeting is called, the Parish Priest or Principal is entitled to have his representative present. This meeting should occur within five working days at a mutually convenient time.

STEP THREE.

If after following steps one and two there is no resolution to the problem, then either party may refer the dispute to the Industrial Commission Of Victoria.

*Procedures for allegations of misconduct against lay employees*

The school will adopt the Catholic Education Office Melbourne Policy No. 2.20 - Procedures for the Management of Allegations of Misconduct Against Lay Employees in Catholic Schools and Catholic Education Offices.

**Evaluation:**
This policy will be reviewed as part of the school’s three year review cycle
Completed: March 2006