

<b>URBAN THEOLOGY UNIT</b>	
STAFF GRIEVANCE PROCEDURE	Issued 30 January 2009

## **Introduction**

It is the Employer's policy to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

### **STAGE 1: Informal Discussion**

In the first instance you should discuss the matter informally with your Line Manager, who will try to resolve the problem without recourse or formal proceedings. We hope that the majority of concerns will be resolved at this stage.

### **STAGE 2: Formal Hearing**

If the matter cannot be resolved informally you may write to the Chair of the UTU HR Committee setting out your grievance in full (including copies of any relevant documents). You will be invited to attend a meeting with the Chair and any other appropriate person(s) from the UTU Committee, as the Chair may add, to discuss the grievance and try and resolve matters to your satisfaction.

The meeting will only take place if:

- a) You have informed the Chair of the HR Committee of the basis for the grievance when you raised the matter in writing
- b) The Chair of the HR Committee has had a reasonable opportunity to consider his/her response to that information

After the meeting, the Chair of the HR Committee will write to you with the outcome of your grievance. The letter will include a reminder of your right to appeal against the decision if you are not satisfied with the outcome.

### **STAGE 3: Appeal**

If the matter is not resolved to your satisfaction you may wish to appeal against the decision. You may appeal in writing to the Chair of UTU's Managing Trustees within one week of receiving the Stage 2 decision. Your letter should set out the reasons for your appeal.

You will be invited to attend a meeting to discuss the appeal with the Chair of Trustees and/or with other Managing Trustees who have not previously been involved in consideration of the matter.

The meeting will only take place if:

- a) You have informed the Chair of Trustees of the basis for the grievance when you raised the matter in writing
- b) The Chair of Trustees and/or Managing Trustees have had a reasonable opportunity to consider a response to that information

After the meeting, the Chair of Trustees will write to you within 14 working days with the final decision.

There is no further appeal from that decision.

### **RIGHT TO BE ACCOMPANIED**

At any meeting you have the right to be accompanied by a colleague or trade union representative, of which you are a member. That person will have the right to address the interview panel but not to answer questions on your behalf.