



BLACKALL RANGE INDEPENDENT SCHOOL

Grievance Policy (Staff)

PURPOSE OF THE POLICY

The purpose of this policy is to establish procedures for staff to report grievances or disputes in the workforce which they are unable to settle without assistance.

Scope

This policy applies to employees and volunteers, and covers all forms of grievance, including workplace bullying and harassment.

Responsibility

Principal and Executive

Point of Contact

Principal or Executive members

POLICY

Rationale

All State Awards and Registered Agreements require the inclusion of a disputes resolution procedure.

The Blackall Range Independent School (B.R.I.S.) is committed to providing a fair, safe and productive work environment where grievances are dealt with sensitively and expeditiously. An essential part of developing that environment is ensuring that staff members are encouraged to come forward with their grievances in the knowledge that appropriate action will be taken to address those grievances. Grievances that are not addressed have the potential to grow into major problems that can cause tension, low morale and reduced performance and productivity.

Any member of staff may lodge a grievance regarding work-related problems. However, if other procedures exist that more appropriately address that grievance (e.g. sexual harassment or unlawful discrimination), that mechanism should be used.

Procedure

1. Before initiating the grievance procedures, complainants are encouraged to try to resolve any grievance directly with the person/s concerned. If this is not possible or appropriate, the complainant should proceed to Step 2 of the grievance procedure.
2. Where the complainant has been unable to resolve the grievance him/herself, the complainant should take the matter up with the Principal. Where the grievance involves the Principal, the staff member should refer the matter to the Executive.
3. The Principal or Executive member will address the grievance with a view to resolving it expeditiously, normally within two weeks of receiving the complaint.
4. Following resolution of the grievance, the Principal or Executive member will monitor the situation for a period of time.

Disclaimer: The information contained in this policy is to the best of our knowledge and belief correct at the date of publication. However, no warranty or guarantee is or can be given by Blackall Range Independent School or any member of its staff, and no liability is or can be accepted for any loss or damage resulting from any person relying on or using the information contained in this policy.



Grievance Policy

5. In any action taken, the Principal or Executive member will ensure procedural fairness for all parties involved, including informing any respondents of the allegations made against them and providing them with an opportunity to respond.
6. If the complainant believes the grievance has not been resolved to their satisfaction by reference to the Principal, they can refer the matter to the Executive. The Executive may require the complainant to put the grievance in writing. The Executive will attempt to resolve the matter within two weeks of receiving the grievance and will follow similar procedures outlined above for action by the Principal.
7. If the grievance remains unresolved, it may be referred in writing to an independent person by the complainant or the Executive.
8. After giving due consideration to the grievance the independent person may do one or more of the following:
 - refer the complaint back to the Principal or to a nominee, with
 - advice for resolution; or
 - initiate an investigation into the matter; or
 - seek to resolve the matter directly;

Any determination made by the independent person in accordance with Step 3 of these procedures with regard to the grievance will be final.

Outcomes

Outcomes could include:

- the complainant gaining a better understanding of the situation and no longer being aggrieved;
- the complainant receiving a verbal or written apology;
- the respondent receiving a verbal or written reprimand;
- one or both parties agreeing to participate in some form of counseling; and
- disciplinary action where the School Code of Conduct has been found to have been breached, and/or where misconduct/serious misconduct or unsatisfactory performance has occurred.

POLICY RELEASE DETAILS

Date of Policy

January 2009

Approved by

The Executive January 2009

Review Date

Biennially, in consultation with staff and volunteers, or as changes to State Awards or Registered Agreements occur

RELATED POLICIES AND DOCUMENTS

Anti-Harassment Policy
Anti-Discrimination Policy
Workplace Bullying Policy