

The Parochial Church Council
of the Ecclesiastical Parish of Little Heath
(Charity number: 1133045)

Christ Church Little Heath Grievance Procedure

1. Purpose of the procedure:

Christ Church Little Heath's aim is to ensure that any staff with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and fairly as possible.

2. Informal discussions:

If an employee has a grievance about their employment they should discuss it informally with an immediate supervisor. We hope that the majority of concerns will be resolved this way.

3. Stage 1- statement of grievance

If the employee feels that the matter has not been resolved through informal discussions, they should put their grievance in writing to the Line Manager (usually the Vicar or other appropriate allocated Line Manager.)

4. Stage 2 – the grievance meeting

Within five working days the Line Manager will respond, in writing, to the statement, inviting the employee to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled to take place as soon as possible and normally five working days notice of this meeting will be provided to the employee and they will be informed of their right to be accompanied.

Employees must take all reasonable steps to attend the meeting, but if for any unforeseen reason the employee, or the employer can't attend, the meeting must be rearranged.

Should an employee's companion be unable to attend then the employee must make contact within five days of the date of the letter.

These time limits may be extended by mutual agreement.

After the meeting the Line Manager hearing the grievance must write to the employee informing them of any decision or action and offering them the right of appeal. This letter should be sent within five working days of the grievance meeting and should include the details on how to appeal.

5. Stage 3 – appeal

If the matter is not resolved to the employees satisfaction they must set out their grounds of appeal in writing within seven working days of receipt of the decision letter.

Within seven working days of receiving an appeal letter, the employee should receive a written invitation to attend an appeal meeting. The appeal meeting should be taken by the Vicar or Church Wardens not involved in the original meeting.

After the appeal meeting with the Vicar or Church Wardens they must inform the employee in writing of their decision within five working days of the meeting. Their decision is final.

SEPTEMBER 2024

Agreed by PCC (Date) 16.9.2024

Signed by Incumbent

Signed by Churchwardens

Handwritten signatures of two churchwardens, one appearing to be 'JBM' and the other 'SBlake'.

(3 yr review: Next Review September 2027)