

What is a grievance and what do I do if I have one



A grievance is a complaint you have about your employment, working environment or professional working relationships

A grievance is **not** a complaint about:

- Bullying and Harassment
- Nationally agreed general pay and conditions

If you have a grievance you should:

- Read your VEC's Grievance Procedure which is available _____.
- Speak to your Principal/Coordinator/immediate supervisor about your complaint and try to resolve it informally. You can also ask your union representative to help with this.
- Ask your VEC's HR department about mediation



If this doesn't work, you should put your grievance in writing to your immediate supervisor (your union rep or a work colleague can help you with this).

STAGE 1 Your principal/head of centre/immediate supervisor will arrange a meeting where both sides (including you and your rep) will try to resolve the problem and an agreed record of the meeting will be prepared.

STAGE 2 If the matter is not resolved, a meeting will be arranged between the parties and attended by the principal/head of centre/immediate supervisor to try to resolve the problem and an agreed record of the meeting will be prepared.

STAGE 3 If the matter is not resolved your representative should request a meeting with the CEO. If no agreement is reached, the CEO will adjudicate and notify the parties involved.

STAGE 4 It is your right to appeal this decision, and this appeal will be heard by an independent officer nominated by the Labour Relations Commission.

PLEASE READ YOUR VEC'S GRIEVANCE PROCEDURE FOR FULL DETAILS AND TIMEFRAMES