



# CLYDE STREET KINDERGARTEN INC

## STAFF GRIEVANCE POLICY

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### Best Practice - Quality Area 4

#### PURPOSE

The purpose of this policy is to outline the process involved in managing and responding to staff grievances pertaining to their employment at the service. This ensures that a consistent and fair approach is taken when managing staff grievances.

#### POLICY STATEMENT

Clyde Street Kindergarten Inc. is committed to maintaining a harmonious and safe work environment for all staff. This policy aims to assist staff and management to resolve staff grievances effectively and in a manner that is satisfactory to all parties concerned.

The service is committed to addressing staff grievances in a fair, prompt and effective manner. The rights of employees will be respected throughout the management of their grievances. Both the employer (The Committee of Management - COM) and employee will abide by their respective obligations under any relevant industrial award or agreement.

#### 1. SCOPE

This policy applies to all staff employed at the service and to the Committee of Management.

#### 2. BACKGROUND AND RELEVANT LEGISLATION

##### Background

From time-to-time, individual employees may have grievances relating to their employment that require resolution to maintain positive working relationships and a collaborative working environment. It is recommended that in the first instance, all parties to a grievance should try to resolve the matter directly through discussion and should only then proceed to formal processes if the matter is unable to be resolved.

##### Relevant agreements/awards

- *Victorian Early Childhood Teachers and Educators Agreement 2020 VECTEA*
- *Children's Services Award 2010*

#### PROCEDURES

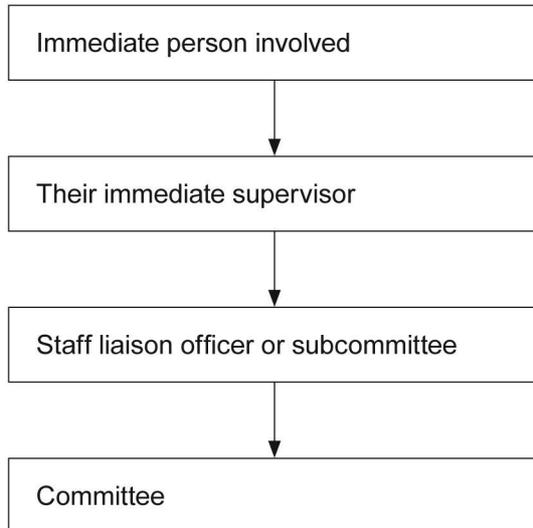
- Confidentiality is to be respected at all times. Information about a grievance will not be disclosed or discussed outside of the grievance procedures. A breach of confidentiality may lead to disciplinary proceedings.
- A staff member who has commenced a grievance process may withdraw and stop the process at any time without penalty. However, should the grievance relate to a breach of law (for example: discrimination, bullying, safety breach) the service has an obligation to ensure the grievance continues to be managed accordingly.
- No staff member will suffer any personal or professional disadvantage because they have raised a grievance in accordance with this policy and its procedures.
- Staff members may elect to have a support person of their choice present at any meetings or interviews relating to their grievance.
- Staff members may request the attendance of a union representative at meetings when consistent with a relevant federal award or industrial agreement.
- Until the grievance is resolved, the staff member may continue to attend for work except in circumstances where there may be a suspected breach of law or the health and well-being of the staff member is at risk.

### STEP 1: DIRECT RESOLUTION

In the first instance, where reasonable, a staff member with a grievance should attempt to resolve the issue directly with the person/s involved in a professional manner.

### STEP 2: MANAGEMENT

If the matters are not resolved, or the staff member feels it is inappropriate for any reason to raise it with the person/s involved or with the Director, the staff member should raise their grievance with the next level of management as set out below. Management of the grievance will move through each level in circumstances where a reasonable resolution cannot be achieved.



### STEP 3: RESOLUTION AND DOCUMENTATION

When a formal grievance is resolved, the relevant parties will be notified accordingly. Where it is considered appropriate to document outcomes of a grievance procedure, it will be placed on the staff member's personal file and a copy given to the staff member. Any such documentation will be destroyed after a period of 12 months if no longer relevant.

### KEY RESPONSIBILITIES AND AUTHORITIES

- The COM is responsible for approving any changes to this policy. The COM are also responsible for managing grievances in accordance with this policy.
- The Director is responsible for managing grievances in accordance with this policy.
- All staff members are responsible for raising grievances in line with this policy.

### EVALUATION

To assess whether the policy has achieved the purpose set out in the policy statement above, the COM will obtain feedback from staff as part of the policy review process.

### AUTHORISATION

This policy was adopted by Clyde St Kindergarten Inc Committee of Management on 8 December 2021.

### REVIEW

This policy shall be reviewed every two (2) years with the next review due in November 2023.