

GRIEVANCE PROCEDURE FOR TEACHERS IN GRANT-AIDED SCHOOLS WITH PARTIALLY DELEGATED BUDGETS

1. INTRODUCTION

The main features of the procedure are:

- 1.1 The establishment of an approach which takes account of the different employment arrangements.

CATHOLIC MAINTAINED	CONTROLLED	VOLUNTARY GRAMMAR
School based	School based	School based
Board of Governors	Boards of Governors	Board of Governors
Council for Catholic Maintained Schools (CCMS)	Education and Library Board	Association of Governing Bodies (GBA)

- 1.2 The emphasising of the line management responsibility within a school, especially the role of the Principal.
- 1.3 The offering of an opportunity to a teacher to resolve any individual grievance which arises from the contract of employment with the employing authority.
- 1.4 The opportunity for a teacher to have a grievance examined quickly and effectively and to have it resolved at the earliest stage possible.
- 1.5 The right of a teacher to be accompanied, if he or she so desires, by the union representative or staff colleague.
- 1.6 Time limits which will apply to each stage of the procedure.
- 1.7 The appointment by the Board of Governors from amongst its members of a Sub-Committee to deal with grievances. This Sub-Committee shall be appointed at the first meeting in each school year and shall include the Chairman but exclude the elected member(s) and the Principal.
- 1.8 This procedure shall not handle promotion grievances.

2. GRIEVANCE PROCEDURE – TEACHER

2.1 Stage I

A teacher who feels aggrieved regarding any employment matter should discuss the problem initially with the Principal, making clear that the first stage of the grievance procedure is being invoked. The teacher may enlist the assistance of the school representative or a fellow teacher in attempting resolution of the matter with the Principal. The Principal shall

attempt to resolve the issue, replying to the grievance within 2 working days from the time the grievance was first raised. The Principal may have a senior member of staff in attendance at the grievance interview.

2.2 Stage II

If the matter is not resolved at 2.1, or a reply has not been received, the teacher shall, within 10 working days of the date of the grievance interview with the Principal, state the grievance in writing and redress sought to the Chairman of the Board of Governors.

On receipt of the written statement of the grievance the Chairman shall arrange for the Grievance Sub-Committee, as at 1.7, to meet the teacher who may be accompanied by a union representative or fellow teacher to hear the grievance. Such a meeting shall normally take place within 10 working days of receipt by the Chairman of the Board of Governors of the grievance in writing.

The Sub-Committee, having considered the grievance, shall refer its findings to the Boards of Governors whose decision shall be given in writing to the teacher within 10 working days of the grievance interview with the Sub-Committee.

2.2 Stage III

If the teacher is not satisfied with the decision delivered at Stage II, or has not received a decision within 10 working days of the grievance interview as at 2.2, the teacher or the full-time union official or equivalent shall, within a further 10 working days, raise the matter directly with

- in the case of a controlled school, the Chief Executive
- in the case of a Catholic maintained school, the Secretary of CCMS
- in the case of a voluntary grammar school, the Secretary of the GBA

at the same time submitting all the papers relevant to the grievance.

The Chief Executive of the Education and Library Board, the Secretary of CCMS or the Secretary of the GBA shall invite the Chairman of the Boards of Governors to submit all papers and to ensure that arrangements are made to meet both parties to attempt conciliation. Such a conciliation meeting shall be arranged within 10 working days of Stage III having been invoked.

If this fails to resolve the grievance the aggrieved teacher shall have a right of appeal as set out at paragraph 4 below.

3. GRIEVANCE PROCEDURE – PRINCIPAL TEACHER

3.1 Stage I

A Principal Teacher who feels aggrieved regarding any employment matter should state his grievance and the redress sought in writing and forward it to the Chairman of the Board of Governors.

On receipt of this statement of grievance the Chairman shall arrange for the Sub-Committee as at 1.7 to meet the Principal who may be accompanied by the union representative or a fellow teacher to hear the grievance. Such a meeting shall take place within 10 working days of receipt, by the Chairman, of the grievance in writing.

The Sub-Committee, having considered the grievance, shall refer its findings to the Board of Governors whose decision shall be given in writing to the Principal within 10 working days of the grievance interview with the Sub-Committee.

3.2 Stage II

If the Principal is not satisfied with the decision delivered at Stage I or has not received a decision within 10 working days of the grievance interview as at 3.1 the Principal or the full-time union official or equivalent shall, within a further 10 working days, raise the matter directly with

- in the case of a controlled school, the Chief Executive
- in the case of a Catholic maintained school, the Secretary of CCMS
- in the case of a voluntary grammar school, the Secretary of the GBA

at the same submitting all papers relevant to the grievance.

The Chief Executive of the Education and Library Board, the Secretary of CCMS or the Secretary of the GBA shall invite the Chairman of the Board of Governors to submit all papers and to ensure that arrangements are made to meet both parties to attempt conciliation. Such a conciliation meeting shall be arranged within 10 working days of Stage III having been invoked.

If this fails to resolve the grievance the aggrieved Principal shall have a right of appeal as set out in paragraph 4 below.

4. APPEAL COMMITTEE

- 4.1 If an aggrieved teacher has followed the procedure but a settlement has not been reached there shall be a right of appeal.
- 4.2 The aggrieved teacher or the full-time union official or equivalent may, within 10 working days of the meeting between representatives of the employer and then union official or equivalent, lodge a formal notice of appeal to the Secretary of Arbitration, Labour Relations Agency, and shall simultaneously copy it to the other party.

Within 10 working days of the notice of appeal having been lodged with the Secretary of Arbitration both parties shall be contacted to request submissions and to make arrangements for a hearing before an Appeal Committee.

- 4.3 The Appeal Committee shall consist of an independent Chairman appointed by the Labour Relations Agency and 2 panel members, one nominated by the Management Side, the other nominated by the Teachers' Side of the Teachers' Salaries and Conditions of Service Committee (Schools). Neither panel member shall have had a direct interest or involvement in the case.
- 4.4 The appeal shall be heard within 15 working days of receipt of the formal notice of appeal by the Secretary of Arbitration who shall be responsible for the setting up and administration of the Appeal Committee. The teacher may be accompanied by the full-time union official or equivalent.
- 4.5 The work of the Appeal Committee shall not be invalidated by the absence of one or other of the parties.
- 4.6 The decision of the Appeal Committee shall be communicated in writing to both parties within 5 working days of the hearing.
- 4.7 The decision of the Appeal Committee shall be final.