

## Grievance Procedure

*In accordance with the Employment Act 2008 and the Employment Rights Act 1999 (as amended) you have a statutory right to raise your grievance through a fair and proper grievance procedure. The University aims to ensure that there is a satisfactory outcome and the source of conflict removed as far as possible through the use of its Grievance Procedure.*

At any time during the use of the Grievance Procedure you have the right to be accompanied or represented by a colleague of your choice or your Trade Union representative. Human Resources will provide advice as required and can be consulted at any time for guidance.

### 1. Staff on Grades 6 and above

The Grievance Procedure for staff on Grades 6 and above is contained in Statute 26.

### 2. Staff – Grades 1-5

The following procedure will apply if you are employed on Grades 1-5 conditions of service.

### 3. In normal circumstances as an employee with a personal grievance relating to your terms and conditions of employment you will discuss the matter personally with your immediate line manager in the first instance.

- (i) If you are not satisfied, you, or a representative of your choice, should raise the question with your line manager who will, as soon as possible, meet you together with your representative if desired, to seek to resolve the matter.

If the issue is not resolved the matter should be referred to a representative of your choice, (who may be a representative of a recognised Trade Union appointed for this purpose), and the Vice Chancellor of the University.

- (ii) If the issue is still not resolved, notification in writing should be given to the Vice Chancellor of the University in order that the grievance can be referred for resolution by the Vice Chancellor and the University, together with yourself and your representative. If the issue cannot be resolved you may progress the matter using the Procedure for Individual, Departmental and Collective Issues not Resolved at Local Level.

### 4. In the event of an issue arising affecting a group of staff in a department of the University, you, and your colleagues, should use the following procedure:-

- (i) The issue should be raised in the first instance by the nominated department representative with the line manager/Director
- (ii) If the issue is not resolved under (i) it may be raised formally with the Vice Chancellor.

- (iii) If the issue is still not resolved under (ii) notification in writing should be given to the Vice Chancellor in order that the grievance shall be referred for resolution between the Vice Chancellor, together with the representatives of your Trade Union and representatives of the University.

If the issue is still not resolved, it may be raised under the Procedure for Individual, Departmental and Collective Issues not Resolved at Local Level.

- 5. Where issues are of general application affecting some or all of the groups of staff within a category of staff covered by this Agreement, they shall be raised in writing in the first instance by an appropriate Trade Union representative and/or the local full-time officer of the Union, with the Vice Chancellor. The matter shall then be referred for direct negotiation between the University and the Union.

**6. Procedure for Disputes over Individual, Departmental or Collective Issues not Resolved at Local Level.**

If, after the procedures outlined above have been exhausted, settlement has not been reached, the matter shall – if relating to questions of the interpretation of agreements reached at national level – proceed to (i) and (ii) below. If, however, the matter at issue falls outside the scope of such national agreements, then the University and the union concerned will either meet within 14 working days to consider the possible use of the available local conciliation machinery (e.g. ACAS), or mutually agree to use the machinery of the Council as set out below: -

- (i) The issue shall be raised with the Secretary of the appropriate Committee of the Council who may, at their discretion, immediately nominate a small joint sub-committee to look into the complaint or refer it to the next meeting of the appropriate Committee of Council for resolution.
- (ii) In the event of failure to reach agreement under (i), the issue may be referred to a meeting of the Council through the appropriate Secretary.

If the Council is unable to resolve the issue at stage (i) or (ii) and/or if both parties agree – the matter may be referred to independent conciliation or arbitration at national level through ACAS, or as otherwise mutually agreed.