

Draft



Grievance Policy and Procedure

1. Scope

This policy applies to all staff employed by TACTRAN (Tayside and Central Scotland Transport Partnership) and is a recognition that from time to time employees may wish to seek redress from grievances relating to their employment.

2. Aim of the document

The aim of TACTRAN is to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve this grievance as quickly and as fairly as possible.

3. Informal Procedure

Employees are encouraged to resolve a grievance situation informally and it is expected that the majority of grievances can be resolved in this manner. Therefore, the grievance should first be discussed with the employee's line manager who will investigate the matter in an attempt to resolve the issue on an informal basis.

If this approach is inappropriate or unsatisfactory and does not resolve the grievance informally, employees should follow the formal procedure.

4. Formal Procedure

4.1 Stage 1 Statement of Grievance

The employee should set out the grievance in writing to the Partnership Director.

4.2 Stage 2 Grievance Meeting

The Partnership Director must hold a meeting within 5 working days to discuss the employees concerns.

The employee has a right to be accompanied by a work colleague or trade union official.

The Partnership Director wherever possible, should give their decision at the time of the meeting. However, if this is not practicable a decision should be given within two working days of the meeting unless the employee and Partnership Director agree otherwise.

4.3 Stage 3 Appeal Meeting

If the employee still feels that he or she has not received a satisfactory outcome to their grievance they should appeal to the Chair of TACTRAN in writing. A member of the Partnership Board will be appointed to hold a meeting within 10 working days of the appeal being raised to discuss the concerns/points raised.

The employee has a right to be accompanied by a work colleague or trade union representative.

Each of the parties may be required to attend but non-attendance does not invalidate the procedure.

Either at or within 5 working days of the meeting the designated member of the Partnership Board must inform the employee and the Director of the decision. The decision will be confirmed or given in writing.

The decision given at the Appeal Meeting will be final and binding on all parties.

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