

GRIEVANCE PROCEDURE OF BOWTHORPE CHURCH

Purpose of the Procedure

The purpose of this procedure is to provide an employee who considers that he or she has a grievance with an opportunity to have it examined quickly and effectively.

Most complaints and grievances are best resolved informally and in discussion with the employee's supervisor. Where the grievance cannot be resolved informally it should be dealt with under the formal grievance procedure.

Procedure

This procedure has been drawn up to establish the appropriate steps to be followed when pursuing and dealing with a grievance.

First Stage

If you have an unresolved grievance relating to your employment you should in the first instance raise it in writing with your supervisors. The supervisors will endeavour to resolve the grievance as soon as possible and, in any case, within five working days from the time the grievance was first raised with the supervisors.

Your supervisor is Bowthorpe Church Council.

Second Stage

If you feel that the grievance has not been satisfactorily resolved or if the grievance involves your supervisor, you should write to the Minister in pastoral charge of Bowthorpe Church L.E.P, currently Rev. Mark Elvin.

On receipt of such a request the designated person shall make arrangements to hear the grievance as soon as it is practicable to do so. At this hearing you may, if you wish, be accompanied by a fellow worker or trade union official. Where this is not practical a friend not acting in a legal capacity may, at the employer's discretion, accompany you.

In your application you must specify the nature of your grievance and the reason for which you are raising the grievance after it has already received attention at

Stage 1. It is the responsibility of the designated person to make arrangements to hear the application within ten working days of the grievance being raised with him.

As soon as practicable, but not more than five working days later, the designated person who has heard the grievance should respond in writing. If this is not possible you will be advised in writing the reason for the delay and told when a response will be given.

Final Stage

If the matter is not resolved after Stage 2, you may appeal to the Local Advisory Group, at present chaired by Rev'd Lythan Nevard. The Chair will arrange for the appeal to be heard by a panel of three members made up of himself, or another member of the L.A.G. designated by the Chair, and two lay people. The panel will meet within 21 days of receipt of the appeal. You will be able to present your case at this meeting and may be accompanied by a fellow worker or a trade union official. The chair of the panel should give a written decision within 10 working days or, if this is not possible, should explain the delay in writing and state when a decision will be given.