



## Disciplinary And Grievance Procedure For Employee

### Minor Disagreements

Minor disagreements among nursery staff, can usually be resolved at the regular staff management meeting or informally by discussion.

### Disciplinary Procedure

A more serious situation arises when a dispute cannot be resolved, or when the management is dissatisfied with the conduct or activities of an employee.

Any disciplinary matter will normally be dealt with using the following procedure. At every stage the employee should be given reasonable notice (5 days) that the disciplinary hearing is due to take place to give him/her the opportunity to prepare his/her case, and s/he should be offered the opportunity to be accompanied by a colleague if s/he so wishes. The disciplinary panel will consist of Amy or Laura and a member of the Go Commando Trust, who should ensure that confidentiality is maintained within the panel.

#### 1. Verbal Warning

- The employee should be interviewed by the disciplinary panel who will explain the complaint.
- The employee will be given full opportunity to state his/her case.
- After careful consideration by the Management Committee, and if a warning is considered to be appropriate, the employee needs to be told:

1) What action should be taken to correct the conduct.

2) That s/he will be given reasonable time to rectify matters.

3) What training needs have been identified, with timescales for implementation.

- 4) What mitigating circumstances have been taken into account in reaching the decision.
- 5) That if he/she fails to improve then further action will be taken.
- 6) That a record of the warning will be kept.
- 7) That s/he may appeal against the decision within a limited time period (5 days).

## 2. Formal Written Warning

If the employee fails to correct his/her conduct and further action is necessary, or if the original offence is considered too serious to warrant an initial verbal warning:

- The employee will be interviewed and given the opportunity to state his/her case. (Reasonable time must be allowed for the employee to prepare his/her case).
- If a further formal warning is considered to be appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee.
- The letter will:
  1. Contain a clear reprimand and the reasons for it.
  2. Explain what corrective action is required and what reasonable time is given for improvement.
  3. State what training needs have been identified, with timescales for implementation.
  4. Make clear what mitigating circumstances have been taken into account in reaching the decision.
  5. Warn that failure to improve will result in further disciplinary action which could result in a final written warning and, if unheeded, ultimately to dismissal with appropriate notice.
  6. Explain that s/he has a right to appeal against the decision.

### 3. Final Written Warning

If the employee fails to correct his/her conduct and further action is necessary or if the original offence is considered too serious to warrant any initial warnings:

- The employee will be interviewed and given the opportunity to state his/her case. (Reasonable time must be allowed for the employee to prepare his/her case.)
- If a final warning is considered to be appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee.
- The letter will:
  1. Contain a clear reprimand and the reasons for it.
  2. Explain what corrective action is required and what reasonable time is given for improvement.
  3. State what training needs have been identified, with timescale for implementation.
  4. Make clear what mitigating circumstances have been taken into account in reaching the decision.
  5. Warn that failure to improve will result in further disciplinary action which could result in dismissal.
  6. Explain that s/he has a right to appeal against the decision.

### 4. Dismissal

If the employee still fails to correct his/her conduct, then:

- The employee will be interviewed as before.
- If the decision is to dismiss, the employee will be given notice of dismissal, stating the reasons for dismissal and giving details of the right to appeal.

If progress is satisfactory within the time given to rectify matters, the record or warnings in the individuals file will be destroyed.

### Suspensions

If the circumstances appear to warrant instant dismissal, an employee may be suspended with pay while investigations are being made. These should consist of obtaining written statements from all witness to the disciplinary incident, and from the employee who is being disciplined. Obviously, these investigations should be carried out within as short a time as possible.

Instant dismissal is possible only in extreme circumstances of gross misconduct. Examples of such misconduct would be:

- Theft or fraud
- Ill-treatment of children
- Assault
- Malicious damage
- Gross carelessness which threatens the health and safety of others.
- Being unfit through use of drugs or alcohol.

Otherwise, an employee should not be dismissed without the appropriate warnings.

### Appeals

At this stage of the disciplinary procedure the employee must be told s/he has the right to appeal against any disciplinary action, and that the appeal must be made in writing to the management team within five days of a disciplinary interview. The appeal hearing should be heard, if possible, within 10 days of receipt of the appeal. Where possible one member of management and a

member of the trust will form the appeal group. These will preferably not have been involved in previous disciplinary meetings. If this is not possible, the appeal group may consist of the original panel, and they must make every effort to hear the appeal as impartially as possible. The employee may take a colleague to speak for him/her.

- The employee will explain why s/he is dissatisfied and may be asked questions.
- The manager or Trustee will be asked to put their point of view and may be asked questions.
- Witnesses may be heard and may be questioned by the appeals, the employee and the manager or Trustee.
- The panel will consider the matter and make known its decision.

A written record of the meeting will be kept.

### Grievance Procedure

If an employee is dissatisfied s/he must have the opportunity for prompt discussion with her/his immediate supervisor. If the grievance persists, a management panel should be set up for the purpose of further discussion, at which the employee may, if s/he wishes, be accompanied by a colleague.

There must be a right of appeal, to the full management team. At this level also, the employee's colleague may be present.

The aim of the above procedure is to settle the grievance fairly and as near as possible to the point of origin. It is intended to be simple and rapid in operation.