



# **Dalserf Parish Church**

## **Church of Scotland Congregation**

### **Charity No. SC016156**

### **Grievance Policy**

<b>Version – 1.0</b>	<b>Name</b>	<b>Date</b>
<b>Written By (Elder)</b>	<b>Tom Anderson</b>	<b>4/12/2025</b>
<b>Reviewed By (Session Clerk)</b>	<b>Janet Callander</b>	<b>6/12/2025</b>
<b>Reviewed By Treasurer</b>	<b>Bruce Archibald</b>	<b>6/12/2025</b>
<b>Adopted by Session</b>	<b>Rev Morag Garrett Interim Moderator</b>	<b>28/1/2026</b>

#### **Log of Updates**

<b>Version Number</b>	<b>Date</b>	<b>Summary of changes</b>

## **GRIEVANCE PROCEDURE**

**If the Employee has any grievance relating to their Employment, then this should, in the first place, be raised on an informal basis with the Session Clerk**

**If the Employee is dissatisfied with the response, then they should initiate the formal grievance procedure. To do that the Employee must set out their grievance in writing and send the statement, or a copy of it, to the Treasurer**

**Thereafter, the Employer will arrange within 14 days (or as soon as reasonably practicable) a meeting to discuss the grievance. The meeting cannot take place unless the Employer has had a reasonable opportunity to consider his response to the written statement. The Employee must take all reasonable steps to attend the meeting. The Employee is entitled to be accompanied by a fellow Employee or another person of the Employee's choosing who has had no involvement in the matter. If the date or time arranged for the meeting is unsuitable, the Employee may suggest another date or time within 5 working days from the hearing date that has been proposed. The Employee may be entitled to call witnesses at such a meeting but must first give the Treasurer reasonable notice of the witnesses that they intend to call.**

**After the meeting, the Employer must inform the Employee in writing without unreasonable delay of the decision in response to the grievance and notify the Employee of the right of appeal against the decision if the Employee is not satisfied with it.**

**If the Employee wishes to appeal, they must inform the Employer whereupon the Employer must invite them to attend a further meeting within 14 days (or as soon as reasonably practicable). The appeal group, which shall hear the appeal shall be made up of three persons from the Session not involved in consideration of the initial grievance. The group shall have a designated leader, The Employee must take all reasonable steps to attend the meeting. After the appeal meeting, the appeal group leader shall inform the Employee in writing and without unreasonable delay of the Employer's final decision.**

**Where the Employee has ceased to be employed but wishes to bring to the Employer's attention a grievance which they had not raised before the date of**

**termination, the parties may agree to the matter being handled in line with foregoing procedure, except that in that case there will be no right of appeal against the Employer's decision.**

**Where the Employee raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both cases concurrently.**