

## This document

This document provides a set of diagrams to show the stages of the University's grievance procedures for Associate Lecturers. The diagrams are annotated with information on key steps; the expectations, outputs, key stakeholders, timescales and more. It also provides links to supporting documents (policies, templates etc.)

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Managing AL grievances

Effective From  
1 December 2012

Version 1.0  
[Document History](#)

Last Updated:  
28 February 2019

**Key Contacts:**  
For further guidance on addressing a specific grievance case, consult The People Hub.

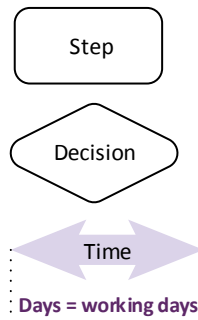
For support in navigating this document contact the People Hub




Designed by the Business Performance Improvement Team 2012

## How to read the diagrams

While these diagrams can be printed and used as hard copy references, they are designed to be used in electronic form.

Use the [hyperlinks](#) in the document to jump to relevant sections or pages or to access further resources or information



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-  Further resources
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**Step:**  
Commentary on the corresponding step

-  Start
-  Milestone
-  End



System



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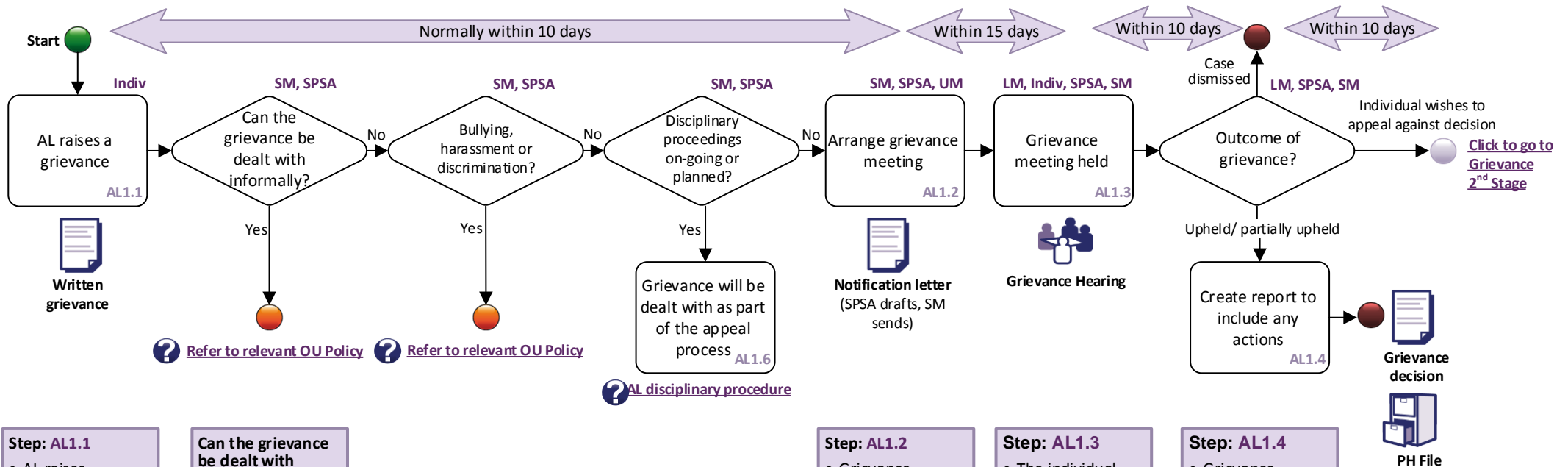
Paper filing



Meeting

### Key people involved:

- LM** – Line Manager
- SPSA** – Senior People Services Adviser
- Indiv** – Individual
- SM** – Senior / Executive Management
- PH** – The People Hub
- UM** – Unit Management
- UN** – Union Representatives or other chosen by Individual



**Step: AL1.1**

- AL raises grievance in writing to Director of AL Services or Nation Director within 90 days of incident

**Can the grievance be dealt with informally?**

- Talk the issues through with the AL.
- Can a satisfactory resolution be found that doesn't involve using the formal process?
- Would mediation be appropriate?
- No requirement for union involvement if dealt with informally.

**Step: AL1.2**

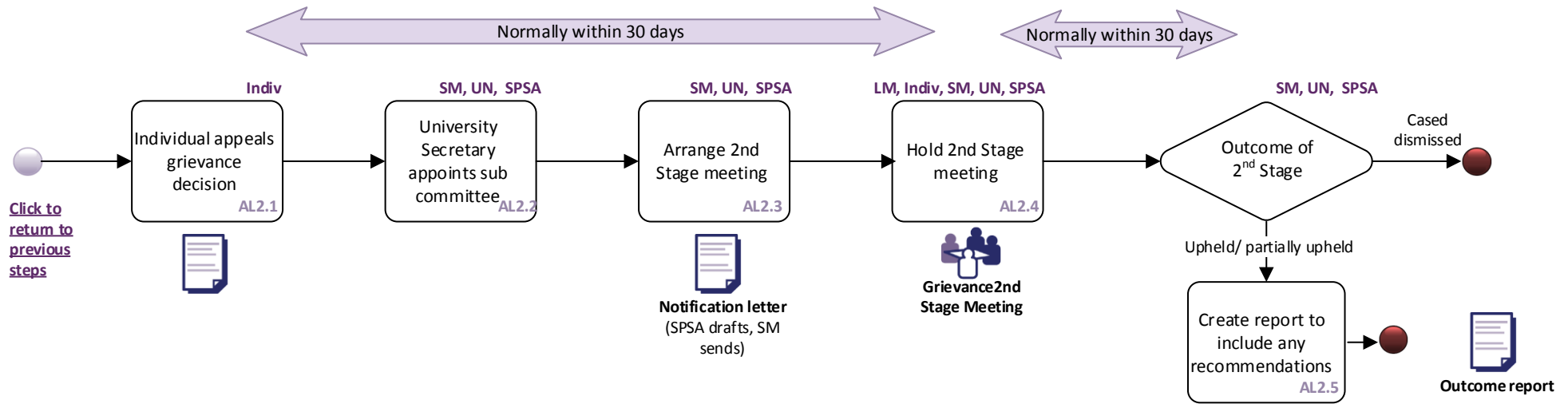
- Grievance manager appointed by Director of AL Services or Nation Director
- Staff/ union consulted if appropriate
- PH to arrange meetings

**Step: AL1.3**

- The individual may be accompanied and / or represented by a trade union representative or work colleague
- The hearing will be minuted by a note taker
- SPSA present to advise and support

**Step: AL1.4**

- Grievance manager writes the report in conjunction with SPSA
- Report including recommendations for changes or further action/ escalations sent to Director, Students



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**Step: AL2.1**

- Individual not satisfied with outcome of the grievance hearing
- Individual writes to the University Secretary within 10 days

**Step: AL2.2**

SPSA to establish sub committee to include:

- 2 senior staff members
- 2 Union reps
- Chair

**Step: AL2.3**

- An investigation into the facts and evidence may be required
- Individual invited to 2<sup>nd</sup> Stage meeting
- SPSA gathers documentation and provides to sub committee/ individual
- SPSA to arrange meeting

**Step: AL2.4**

- 2<sup>nd</sup> Stage meeting with Sub Committee
- The individual may be accompanied and / or represented by a trade union representative or work colleague
- SPSA present to advise and support
- The sub committee will gather the views of the parties and arrive at its conclusions in the absence of the parties

**Step: AL2.5**

- SPSA writes the outcome report in conjunction with committee members
- Report including recommendations sent to the University Secretary
- University Secretary shall notify the Union Negotiating Committee and the parties of the sub-committee's opinion and any recommendations within 30 days of the establishment of the sub-committee
- University Secretary may discuss with HOU and SPSA recommendations for further action.

[Schedule 1 of grievance procedure](#)



Version	Date	Main changes	Key authors	Reviewed by
0.1	June 2012	Mapping of grievance process for Associate Lecturers.	Paul Lindley-Cox	Nicola Dowse, Carolyn Buckby
1.0	Nov 2012	Issue Version	Paul Lindley-Cox	Carolyn Buckby
1.1	February 2019	People Services Transformation terminology changes	Paul Lindley-Cox	Fiona McGavin