Purpose

To provide the University and its staff with a clear internal policy and procedure aimed at resolving staff grievances.

Scope

This policy and the procedure apply to all staff of the University.

Definitions

| Grievance: | Behaviour or action of another member or members of staff, which has or is likely to have an unreasonable negative impact on the ability of a staff member to undertake their duties. |

Policy Statement

As part of the approach by the University to providing a fair, safe and productive work environment, consideration of grievances will be dealt with fairly, consistently, promptly and with sensitivity to all parties.

Responsibility

Human Resources are responsible for the provision of advice and promulgation of this Policy.

The Vice-Chancellor has overall responsibility for the implementation and review of this Policy.

Legislative Context

• Equal Opportunity Act 2010

Associated Documents

• University Collective Agreement, Academic and General Staff Employees.
• Victorian TAFE Teaching Staff Multi-Business Agreement (MBA) 2009.
• the University Bullying Prevention and Management Policy and Procedure.
• the University Discriminatory and Sexual Harassment Complaint Procedure.
• the University Staff Grievance Procedure.
• the University Staff Code of Conduct
• the University Equal Opportunity and Valuing Diversity Policy.
• the University Fair and Transparent Decision Making Guidelines.

Implementation

The Staff Grievance Policy will be implemented throughout the University via:

1. an Announcement Notice under ‘FedNews’ on the website and through the University’s ‘Recently approved Documents’ webpage to alert the University-wide community of the approved Policy; and
2. inclusion on the University’s Policy, Procedure and Forms website; and/or
3. information Sessions; and/or
4. training Sessions; and/or
5. documentation distribution, eg. posters, brochures.