



Brasenose College

Grievance Policy for Academic Employees not covered by Statute XVI

Approved by Governing Body May 2016

Dealing with grievances informally

- 1.1. If you have a grievance or complaint to do with matters affecting you as an individual or matters affecting your personal dealing or relationships with other staff at the College, wherever possible, start by talking it over with your immediate line manager ie the Organising Tutor in your subject. You may be able to agree a solution informally between you.
- 1.2. If the grievance is against the Organising Tutor (line manager) and you feel unable to approach him or her, you should speak to the Senior Tutor.
- 1.3. If your complaint relates to an allegation of harassment, you should refer to the College's Harassment Policy.

Formal grievance

- 1.3. If the matter is serious and/or you wish to raise the matter formally, you should set out the grievance, in writing, to the Senior Tutor, stating that it being made under this procedure. If the grievance is against the Senior Tutor, you should state your case in writing to the Bursar. You should stick to the facts and avoid language that is insulting or abusive and you should give as much information about your grievance as you can, including any relevant dates and times, so as to allow for any investigation into your concerns to take place.
- 1.4. insert details about grievance panel/committee.

Grievance hearing

- 1.5. The appointed Chair (appointed by the Bursar or Senior Tutor) will call you to a meeting, normally within 10 working days of the submitting of your formal written grievance, to discuss it with you. You have the right to be accompanied by a colleague or trade union representative at this meeting. It is, however, up to the employee in question to arrange for a companion to attend the meeting. If your chosen companion cannot attend on the day scheduled for the meeting then the College will agree a new date. This will usually be within 5 working days of the date originally scheduled. If your companion is not available within that timescale then you may need to find someone else to take their place. The companion's role is to advise you during the meeting and make representations on your behalf. However, both you and your companion are required to cooperate in ensuring a fair and efficient meeting.

- 1.6 The appointed Chair will consider what you have said and may either deal with the matter immediately, or decide to carry out further investigations, or may need further time to consider all the relevant factors, before being able to arrive at a decision. If the Chair needs more time to investigate or consider all the information, the hearing will be adjourned until the investigation and/or further deliberation has been completed.
- 1.7 Where further investigation is necessary, once it is concluded the hearing will then be reconvened. You will have the opportunity to consider and respond to the findings of the investigation. Only then will a decision on the outcome of your grievance be made, which will be notified to you in writing, without unreasonable delay.
- 1.8 Please note that if the Chair does not have the need for any further investigation, there will not normally be a need to reconvene the hearing and they will therefore proceed to notify you of the decision in writing, without unreasonable delay.

Allegations of misconduct

- 1.9 Where an employee is making allegations of misconduct on the part of other employees then the College may need to carry out an investigation into the allegations and pursue the matter through the disciplinary procedure. Where this happens the grievance may need to be held over until the disciplinary process has been concluded.

Relationship with other procedures

- 1.10 Where your grievance relates to the conduct of other procedures, such as a disciplinary process, then the College may choose to either delay the consideration of the grievance until that procedure has been completed, or to deal with the grievance in the course of that procedure or by way of appeal if that appears to be a fairer or more straightforward way of dealing with the issue.

Appeal

- 1.11 If you are unhappy with the decision and you wish to appeal, this should be directed to the person named in the grievance outcome, in writing, within 10 working days of being informed of the outcome of your grievance in writing. The Principal will usually hear the appeal. However in some circumstances an Appeal Panel of two Senior College Officers will be appointed by the Principal, to include members who have not been materially involved in the process to date. The appeal will be heard as soon as is reasonable practicable. You have the right to be accompanied by a colleague or trade union representative at this hearing.
- 1.12 After the hearing the Panel will give you a decision in writing, without unreasonable delay. The appeal decision is final.

Timeframes

- 1.13 The references to timeframes will be adhered to wherever possible, but during vacations availability of academics staff can be limited due to research activity as well as holiday, so timescales may become longer. The College will keep the timescales as short as possible.