



Department of Education and  
Early Childhood Development

# Human Resources

## Grievance Procedures Schools with a union sub- branch



# GRIEVANCE PROCEDURES

## SCHOOLS WITH A UNION SUB BRANCH

CONTENTS	PAGE
OVERVIEW .....	2
<i>SCHOOL LEVEL</i> .....	2
<i>AEU CENTRAL</i> .....	2
<i>TIMELINE</i> .....	2
A GUIDE TO GRIEVANCE RESOLUTION .....	3
STEP 1 .....	3
<i>Role of regional nominees</i> .....	3
<i>Conclusion of Step 1</i> .....	3
<i>Resolved</i> .....	3
<i>Not resolved</i> .....	4
STEP 2 .....	4
<i>Grievance Resolved</i> .....	4
<i>Grievance not resolved</i> .....	4
STEP 3 .....	4

## OVERVIEW

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The grievance resolution procedures set out below are to be used where a grievance is lodged under clause 11 of the *Victorian Government Schools Agreement 2008* or clause 11 of the *Victorian Government Schools - School Services Officers Agreement, 2004* and where there is a union sub-branch in the school.

### SCHOOL LEVEL

Where a principal makes a decision about matters related to the long-term planning and operation of the school that the union sub-branch does not support, the sub-branch should inform the principal within five working days of the decision of its objections, including the reasons for those objections, and provide the principal with the opportunity to resolve the matter at the local level.

Where the sub branch considers that the matter cannot be resolved at the local level the sub branch should inform the principal and may refer the matter to the union within 5 working days of that notification. A proforma is available from the AEU that must be used by a sub-branch intending to lodge a grievance.

### AEU CENTRAL

Following consideration of the sub-branch's grievance the AEU will determine whether or not to refer the grievance to the Department.

Where the AEU determines to proceed it will forward a copy of the grievance to the Department and the relevant Department and AEU regional contact with AEU central endorsement. In lodging a grievance the AEU is to ensure the following information is provided to the Department:

- clear statement of the subject of the grievance
- evidence that the sub-branch has supported the lodging of the grievance
- reasons why the principal's decision is not supported and, if applicable, the reasons why the decision is inconsistent with the *Victorian Government Schools Agreement 2008* or the *Victorian Government Schools - School Services Officers Agreement, 2004*.
- the outcome sought by the sub-branch.

Both the Department and the AEU have identified regional contacts for all grievance purposes. This regional contact will not necessarily be the regional nominee. Each regional contact has the responsibility for progressing STEP 1 immediately the grievance is received.

### TIMELINE

A grievance is to be addressed within ten working days of the Department central office receiving the grievance. Therefore STEP 1 and STEP 2 must be completed within the ten days. This does not preclude a longer timeframe. For example, if during STEP 1 there is a prospect of the parties reaching agreement it may be important to provide more time. Alternatively, during school vacation periods one or other of the parties may be unavailable. Provided there is agreement between the parties a longer timeframe may be appropriate.

Where a grievance relating to a decision affecting the long-term planning and operation of the school is lodged, the decision is not to be implemented and a mutually acceptable holding position should be worked out by agreement between the parties, where practicable. Any such holding position is evidence of good faith only and is without prejudice to the resolution of the dispute.

## A GUIDE TO GRIEVANCE RESOLUTION

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### STEP 1

On receipt of a grievance from the central AEU, the Department regional contact will immediately provide the principal with a copy of the grievance.

#### *Role of regional nominees*

One person will be nominated by the Department and one person will be nominated by the Australian Education Union at the regional level whose role is to establish the nature and extent of the grievance and to attempt to resolve the grievance.

During this process, each nominee should act, as far as practicable, not as representatives of the Australian Education Union or the Department but as individuals attempting to achieve a fair resolution to the grievance having regard to all relevant factors in an independent and objective manner. The role of the regional nominees is to attempt to facilitate the parties at the school reaching resolution and to provide a statement of agreed facts where this is not possible.

This may necessitate clarifying relevant aspects of the *Victorian Government Schools Agreement 2008* or the *Victorian Government Schools - School Services Officers Agreement, 2004* such as the staff consultation process or the face-to-face teaching that may apply where the staff and the principal cannot agree. In addition, ensuring both parties fully understand the views of the other and any reasons for holding those views is needed if a resolution is to be achieved.

During any discussions with the nominees of the Department and the Australian Education Union individuals may be accompanied by a colleague from the school.

During this process all information in relation to the grievance, including documentation that is to be relied upon, is to be provided by the principal and the sub-branch. This will assist in resolution at this stage, reduce the likelihood that the grievance is referred back to the regional nominees during STEP 2 as insufficient information was provided on which to consider the grievance, and increase the likelihood of the grievance being resolved within the ten working days.

#### *Conclusion of Step 1*

At the conclusion of STEP 1 a report is to be prepared and forwarded to the Department and the AEU.

#### *Resolved*

Where the grievance is resolved during STEP 1, a report is to be prepared by the regional nominees agreed between the principal and the AEU sub-branch and forwarded to central AEU and the Department by the regional nominees.

### **Not resolved**

Where the grievance is not resolved, a confidential report is to be prepared by the regional nominees and forwarded to the central AEU and Department office. The report is to include all documents that may be relied upon in any further resolution procedure.

Proformas to assist in writing these reports are available from the Department's central office and the AEU's central office.

### **STEP 2**

Where a grievance is not resolved under *STEP 1* one person will be nominated by the Department and one person will be nominated by the Australian Education Union at the central level whose role is to consider the report under *STEP 1* and determine a fair resolution to the grievance having regard to all relevant factors.

Within two working days of receiving a report under *STEP 1*, a nominee from the Department's central office and a nominee from the AEU's central office will consider the report to determine a fair resolution. The grievance committee may require additional information and refer the grievance back to the regional nominees.

At the conclusion of *STEP 2* a report is to be prepared by the central grievance committee. This report will be simultaneously e-mailed to the principal and the AEU sub-branch president/representative.

### **Grievance Resolved**

A grievance is resolved if, after either *Step 1* or *Step 2*, the parties to the grievance reach agreement which shall be binding. When a grievance is resolved all the parties at the work location shall be informed of the resolution including, where relevant, an implementation timetable and method of implementation.

### **Grievance not resolved**

A grievance is not resolved:

- if after *Step 2* the parties to the grievance cannot reach agreement; or
- where *Step 1* and/or *Step 2* are not completed within ten working days of the AEU central referring the grievance to the Department, unless otherwise agreed by the Department and the AEU.

### **STEP 3**

Where the matter cannot be resolved, the matter will be dealt with in accordance with the dispute resolution procedures of the applicable agreement.

Resolution under *STEP 3* is subject to the processes determined by Fair Work Australia.