

# Naunton Park Pre-School Playgroup

## Disciplinary and Grievance Procedure for Employees



### Minor Disagreements

It is recognised that disagreements may arise among staff or between staff and committees. These can usually be resolved informally by discussion with the employee and line manager and are outside the limits of Disciplinary Grievance Procedure.

The object of the Disciplinary Procedure is to establish disciplinary practices which are fair and reasonable, which will be understood and respected and which contribute to a sound relationship between staff and management.

The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken against an individual until her/his case has been fully investigated. The exception to this is in the case of gross misconduct (see below).

Before any warning is issued under the procedure, or dismissal decided upon, the employee will be called to a disciplinary interview. The employee will be told the time and date of the interview and its subject and will have the right to be accompanied by a colleague of his/her choice.

Any warning given under this Procedure should:

- Clearly state the reason for the warning
- State the period of time the warning covers
- Indicate what improvement in conductor performance is expected
- The period of time over which the improvement should be achieved
- Any support and help (training) which is available to the employee
- The consequence of failure to improve

Warnings under this Procedure can be issued by the employee's line manager. Any decision to dismiss lies with the employing committee.

Normally the Procedure will be followed progressively, stage by stage, but the committee reserves the right to omit an early stage according to the seriousness of the offence, conduct or unsatisfactory performance.

## **The Procedure**

### **Stage One: Verbal Warning**

In cases of less serious misconduct or where performance is unsatisfactory, a formal verbal warning may be given to the employee by the line manager, as follows:

- The line manager will explain the complaint
- The employee will be given full opportunity to state his/her case
- If the warning is still considered to be appropriate the employee will be told that:
  - He/she will be given reasonable time to rectify matters (reasonable time should be at least one term; periods of absence through sickness or holiday cannot be included in that time period).
  - That if he/she fails to improve, further action will be taken
  - That a record of the warning will be signed and kept by both parties
  - That he/she may appeal against the decision

The verbal warning will lapse after six months

### **Stage Two: Written Warning**

If conduct or work performance does not improve, or if the case is more serious, a formal, written warning may be given by the line manager.

It will

- State that the need for disciplinary action has been established
- Contain a clear reprimand and give reasons for it
- Explain what corrective action is required and that reasonable time will be given for improvement ('reasonable' time should be at least one term; periods of absence through sickness or holiday cannot be included in that time period).
- Warn that failure to improve will result in further action being taken
- Explain that the employee has the right to appeal against the decision

The written warning will be deemed to lapse after one year.

### **Stage Three: Final Written Warning**

If the employee still fails to correct his/her conduct then:

- The employee will again be interviewed by the same panel and given the opportunity to state his/her case as before

- If the decision is to dismiss, the employee will be given notice of dismissal, stating the reason for the dismissal and giving details of the right to appeal
- Before any dismissal is carried out, the committee led by the current chair person will take advice from the local PATA branch and seek professional advice

The employee has the right to be accompanied by a work colleague or a trade union representative

If the progress is satisfactory within the time given to rectify matters, the record of verbal warning on the individual's file will become spent.

**Gross Misconduct**

Gross misconduct is behavior so unacceptable that it calls for immediate suspension and possible dismissal, without going through all the stages of the disciplinary procedure.

Examples include:

- Ill treatment of children
- Gross racism or sexism
- Theft or fraud
- Assault
- Malicious damage
- Gross carelessness which threatens the safety of others

Such offences will be dealt with by the employing committee, which will investigate the matter and conduct a disciplinary interview. The employee has the right to be accompanied by a work colleague or a trade union representative. Whilst the alleged misconduct is being investigated the employee concerned may be suspended without pay pending the outcome of the investigation.

This policy was adopted at a meeting of Naunton Park Pre-School Playgroup

Held on .....

Signed on behalf of the playgroup.....

Office.....

To be reviewed	Reviewed by	Office	Signature	Date

