

NATIONAL GRIEVANCE PROCEDURE FOR 2ND LEVEL VEC SCHOOLS

In all stages of the grievance procedure, the school representative should normally be present. In the absence of the school representative, another representative of the school committee should be present.

- Stage 1: Representatives of the school committee should formally invoke the grievance procedure and outline the nature of the grievance, either verbally or in writing, to the principal. A formal meeting with the principal (or acting principal) should be held within two working days.
- Stage 2: If the matter is not resolved at Stage 1, the TUI school representative should seek a meeting of the principal (or acting principal) and the branch representatives and/or area representative. The meeting to be held within two to five working days.
- Stage 3: If the matter is not resolved at Stage 2, the branch representative and/or area representative should seek a meeting with the VEC (Staff Relations Sub-Committee and/or CEO and/or Joint Consultative Board), which shall take place within two weeks (ten working days).
- Stage 4: If the matter is not resolved at Stage 3, TUI head office should seek a formal meeting with the VEC. This meeting shall take place within two weeks (ten working days) of receipt of the request.

Note:

1. The time limits laid down for stages 3 and 4 may be extended for good and sufficient reason, by mutual agreement of the parties concerned.
2. It is assumed that while the grievance procedure is being followed that the status quo should remain.