

Grievance Procedure

Grievance Notification & Request for Meeting Form

Meeting Request:

Date of this Request:

Status of Grievance: Urgent/Semi-Urgent/Non-Urgent (Circle)

Preferred Meeting Date:

Grievance from - contact details:

Agency /Name:

Workers details:

Address:

Contact details: Ph#.....Mobile#.....

Email:.....

Supervisors Name:

Contact details: Ph#.....Mobile#.....

Email:.....

Grievance against - contact details:

Agency /Name:

Contact person:

Address:

Contact details: Ph#.....Mobile#.....

Email:.....

Supervisors Name:

Contact details: Ph#.....Mobile#.....

Email:.....

Details of Grievance:

Basis of Grievance: Case Management/Staff Practice/Staff relations (Circle)

Summary of grievance:.....
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Name and Signature of worker requesting meeting:

Name and Signature of supervisor requesting meeting:

**Grievance Procedure
Minutes – Initial Meeting Pro forma**

Meeting Information:

Date of Meeting:

Present:

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Status of Grievance: Urgent/Semi-Urgent/Non-Urgent (Circle)

Name of worker and agency initiating grievance:

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Summary of Grievance:

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Name of worker and agency responding to Grievance:

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Summary of Response (party responding grievance):

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Outcome of meeting: Issues Identified and Agreed resolutions

Issue 1
Summary

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Agreed Resolution

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Issue 2
Summary

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Agreed Resolution

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(continue for any further issues)

Review Date:

Name and Signature of worker/organisation requesting meeting

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Name and Signature of supervisor requesting meeting

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Name and Signature of worker/organisation responding to grievance

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Name and Signature of supervisor responding to grievance

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**Grievance Procedure
Minutes – Review Meeting Pro forma**

Meeting Information:

Date of Meeting:

Present.....
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Outcome of meeting: Feedback from Agreed resolutions

Issue 1

Feedback from Agreed resolution

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New Resolutions (if required)

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Issue 2

Feedback from Agreed resolution

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New Resolutions (if required)

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(continue for any further issues)

Matter has been resolved? YES/NO

Further review required? YES/NO

If Yes, Date for Review:

Name and Signature of worker/organisation requesting meeting:

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Name and Signature of supervisor requesting meeting:

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Name and Signature of worker/organisation responding to grievance:

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Name and Signature of supervisor responding to grievance:

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