

STAFF GRIEVANCE POLICY AND PROCEDURES

The Sydney College of Divinity will provide all staff in its employment with a clearly articulated procedure for pursuing any workplace grievance.

The SCD will appoint an appropriate independent person from time to time to provide a final determination for a staff grievance.

The procedures for pursuing a staff grievance will be as follows:

1. The staff member will normally seek to discuss the issue with his/her immediate supervisor, and the supervisor will respond by arranging a meeting with the staff member as soon as possible.
2. If the issue is not resolved to the satisfaction of both parties through such a meeting, or if the issue is such that it is inappropriate for it to be discussed with the immediate supervisor, the staff member will approach the Dean, and the Dean will arrange to meet with the staff member as soon as possible.
3. If the issue is not then resolved to the satisfaction of both the staff member and the Dean, or if the issue is such that it is inappropriate for it to be discussed with the Dean, the staff member will request the Dean to notify the President of the SCD, and the Dean will notify the President of the SCD.
4. If the issue is notified to the President of the SCD, the President will call upon an appropriate independent person appointed by Council to arrange a meeting with the staff member as soon as possible.
5. The independent person will ensure that all relevant information is at his/her disposal, will engage with the staff member in a clear and non-threatening discussion of the issue, will arrive at a fair understanding of the issue, and will decide on an appropriate course of action. The independent person may seek a written statement from the Dean or the President before meeting with the staff member.
6. The independent person will provide a written report within a week of the meeting indicating his/her understanding of the issue and recommending an appropriate course of action. The report will be sent to the President of Council, who will consider whether the report should be accepted and enacted, and will notify the staff member and the Dean accordingly. The President will decide whether it is appropriate to inform Council of the matter and its outcome.
7. The SCD will regard the determination of the President as final and binding.

NOTE:

It is understood that staff employed by Member Institutions are covered by the Staff Grievance Policies that pertain in their respective Institutions, and Member Institutions are expected to have appropriate Staff Grievance Policies and Procedures in place.

If a staff member employed by a Member Institution is directed or allowed by that Institution to undertake administrative or other duties in the wider SCD community, such as committee membership, the staff member concerned will continue to be covered by the employing Institution's Staff Grievance Policy and not by the SCD Staff Grievance Policy.

POSTSCRIPT:

The independent person referred to at points 4, 5, and 6 above is Assoc. Prof. Michael Horsburgh.