

DISPUTES BETWEEN EMPLOYEES POLICY

**NAG 3
No. 303**

Purpose

To ensure that, should the school receive a complaint against school employees, a just decision will be made.

Guidelines

1. All complaints involving school employees shall be referred to the Principal and investigated accordingly.
2. Complaints about the Principal should go directly to the Presiding Member of the School Board.
3. If there is no resolution from a verbal complaint, the complainant can put the complaint in a signed/dated statement.
4. Any party to the Complaints Procedure may have a representative present during the procedure.
5. Complainants and employees who are the subject of such complaints will be given a fair hearing and the opportunity to give their point of view in order for natural justice to prevail.
6. The Board or Presiding Member should only become actively involved when the issue continues as a problem and is unresolved. In such cases the Board should undertake further investigation of the complaint and take any further action it deems appropriate. Legal advice and arbitration, and other professional advice, may also be sought. Any meetings related to this shall be "In Committee".
7. Where the complaint is found to result in disciplinary action, appropriate disciplinary procedures may be invoked. In such cases, the procedures laid down in the employee's employment contract are to be strictly adhered to.
8. Where the complaint is found to be an issue of teacher competency, the Principal shall establish an appropriate assistance and guidance programme in accordance with the provisions of the employee's employment contract.
9. The Teachers Council will be notified by the Board of issues resulting in disciplinary action.
10. Confidential aspects of any actions taken will not be divulged to the person making the complaint or to any other inappropriate person(s), but complainants will be advised that the Board is taking appropriate steps to address the matter.