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Registered Charity Number: 20116651 CHY 22010

**Grievance Policy for Employees**  
**Drumcondra National School,**  
**Church Avenue, Drumcondra Dublin 9**

**Policy Statement:**

The Board of Management recognises the need to ensure that all aspects of your employment contribute to good working relations. We therefore take seriously any grievance you may have about your employment.

The purpose of the procedure is to enable you to raise any concern, problems or complaints you may have in relation to your employment and to seek a resolution. This procedure ensures any grievance issues are addressed fairly, consistently and in a timely manner. In all cases, the use of the Grievance Procedure will be without prejudice to the employee's position in the school.

**Procedure:**

**Informal Stage:**

In the first instance where a grievance arises, you should attempt to resolve it informally with the Principal. This enables the majority of concerns to be resolved quickly.

Alternatively, you may wish to discuss the problem, confidentially, with a member of the Board. The use of informal discussion outside procedure is considered to be an appropriate mechanism for resolving grievance. You should therefore try to resolve the matter informally with the Principal or by contacting the Board before you proceed to a formal stage in the procedure. You may, however, submit a grievance in writing on an informal basis if you so wish.

**Formal Stage:**

If a satisfactory resolution is not agreed at the informal stage, you can raise your grievance formally, in writing, to the Principal. Your letter should detail your grievance in full to allow a thorough investigation to be conducted. A copy of your grievance letter should be forwarded to the Chairman of the Board of Management. Where the grievance relates to the principal, and you feel unable to address the problem with her, you should raise the matter with a representative of the Board of Management.

**Grievance Meeting:**

On receipt of your written complaint, you will be invited to a meeting to discuss your grievance. Where practicable, this meeting will be held within ten working days; however this

timescale can be extended by either party where a justifiable reason exists. The date and time of the meeting will be confirmed in writing along with your right to be accompanied.

The meeting will provide an opportunity for you to discuss your grievance and the resolution you are seeking. You must provide any evidence you wish to be considered to the Board prior to the meeting.

You have a right to be accompanied at this meeting by a fellow work colleague.

You will be informed of the decision in respect of your formal grievance as soon as possible, which will normally be within ten working days of the conclusion of the meeting or any subsequent investigation and a written explanation of the main points of the outcome of the grievance will be given.

If you are not satisfied with the result of your grievance you have the right to appeal.

**Equal Opportunities:**

Drumcondra National School is an equal opportunities employer and is committed to ensuring all employees have the opportunity to exercise their rights under all school policies.

**Confidentiality:**

Details of your grievance, including any records and notes will be kept confidential and only issued to those involved in the proceedings.

**Amendments:**

The Board of Management reserves the right to amend or withdraw this policy at its absolute, in accordance with the needs of the Board. Any such changes will be notified to employees.

Signed: EBullg (Chairperson)

Date: 29/9/22

Signed: Paul Lawless (Principal)

Date: 29/9/22

Last updated/reviewed: 29/9/22