

Diocese of Elphin – HR Policy Handbook

Document Name: Grievances/Disputes Policy
Document No: 11.1.2 (original)
Effective Date: 15th February 2019
Written By: Frank Mitchell, HR Advisor
Approved By: +Kevin Doran, Bishop of Elphin



Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.

This document outlines the Diocesan policy on Grievances/Disputes. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).

Preamble

The parties to this agreement (employer and staff member) accept that it is in their mutual interest to establish a clear procedure for the resolution of all issues arising between them. Grievances will occur in the normal course of interaction in any organisation or workplace. It is accepted that failure to provide a procedure to deal adequately with these grievances, as they arise, may lead to disputes affecting not only the aggrieved party but may also affect fellow staff members. Full recognition is given to the significance of personal grievances and both parties are determined that all grievances and disputes will be dealt with without undue delay and at the earliest possible stage of this procedure.

Stage 1

The matter in dispute will be discussed by the staff member or staff member(s) concerned with their line manager. If your grievance involves personal or other sensitive issues, which you would consider inappropriate to raise directly with your immediate supervisor, you should seek advice from the HR Advisor.

Stage 2

Failing settlement, the matter will be discussed between the staff member, line manager and the staff member representative (a colleague of the staff member's choice), and a decision given within two working days.

Stage 3

Should the parties fail to agree, the matter will be referred to the HR Advisor/Diocesan Office Representative/Nominee (who may be an external person), where a meeting will be arranged with the staff member and representative (a colleague of the staff member's choice) to discuss the matter. The meeting will be held within seven working days.

Stage 4

Should the matter remain unresolved, it will be referred to the Workplace Relations Commission for mediation or for a hearing by an adjudicator. If still unresolved, it will be referred to the Labour Court for formal investigation. During the period in which the above procedure is being followed no strike, lock-out, walk-out, sit-in, go-slow, or any other form of industrial action designed to bring pressure to bear on either party will take place, until all avenues as prescribed have been fully exhausted.

Any industrial action will require that two weeks' written notice be given by either party. In the event of any issues arising that cannot immediately be disposed of and which are being processed in accordance with the above disputes procedure, normal working – under protest, if necessary – will continue, pending a settlement.

For further information please contact:

HR Advisor, Elphin Diocesan Office, St. Mary's, Temple Street, Sligo F91 KTX2
 Email: hr@elphindiocese.ie
 Mobile: 087 240 4882