|  |  |
| --- | --- |
|  |  |

**PROCEDURE FOR HEARING EMPLOYEE GRIEVANCES**

**(All employees except the Chief Executive and Teaching Staff)**

**STAGE 1 SUBMISSION**

**WRITTEN STATEMENT OF GRIEVANCE**

|  |  |
| --- | --- |
| **Name:** |  |
| **Employee Number:** |  |
| **Service Area:** |  |
| **Line Manager:** |  |
| **Name of Representative: (TU or other work colleague)** |  |
| **Date of infomal meeting:** |  |
| **Informal Grievance heard by:** |  |

|  |
| --- |
| **Outline the main points of your grievance:** |
| Please continue on an additional sheet if required. |
| The council’s Procedure for Hearing Employee Grievances requires that the formal procedure should not normally be invoked until attempts at informal grievance resolution have been exhausted.  **Please detail the informal action that you have taken to date and the outcome of this:** |
|  |
| It is important that you clearly specify the remedy you wish to achieve from your grievance as this will assist your line manager in addressing the matters concerned. **Please specify the resolution sought below:** |
|  |

|  |  |
| --- | --- |
| Employee’s Signature: | Date: |

Completed form and any supporting documentation should be submitted to your line manager.

Action required: Hearing to be held within 10 working days of receipt of this Statement.

Details of how the council will process the personal information it holds on you can be found at <https://www.westlothian.gov.uk/media/20843/Contract-of-Employment---Privacy-Notice/pdf/2018-03-21_-_Contract_of_Employment_Privacy_Notice.pdf>