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**PROCEDURE FOR HEARING EMPLOYEE GRIEVANCES**

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

**STAGE 2 SUBMISSION**

**WRITTEN STATEMENT OF GRIEVANCE**

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| **Name:** |  |
| **Employee Number:** |  |
| **Service Area:** |  |
| **Line Manager:** |  |
| **Name of Representative: (TU or other work colleague)** |  |
| **Date of Stage 1 Hearing:** |  |
| **Stage 1 Grievance heard by:** |  |

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| **Outline the main points of your grievance:** |
| Please continue on an additional sheet if required. |
| In line with the council’s Procedure for Hearing Employee Grievances your grievance has already been considered at Stage 1. **Please confirm whether your grievance was not upheld or upheld only in part and why you remain disatissfied with the decision taken at Stage 1:** |
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| It is important that you clearly specify the remedy you wish to achieve from your grievance as this will assist the Depute Chief Executive (or other nominated Senior Manager) in addressing the matters concerned. **Please specify the resolution sought below:** |
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| Employee’s Signature: | Date: |

Completed form and any supporting documentation should be submitted to the Depute Chief Executive.

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>