

## **APPENDIX 2 - STATUTORY MODIFIED GRIEVANCE PROCEDURE**

### **The Modified Grievance Procedure**

The modified (two-step) grievance procedure can apply in circumstances referred to in 3.6 of the Grievance Policy and Procedure.

It applies where the employment has ended and:

- either the employer was not aware of the grievance before the employment ended, **OR**
- if the employer was aware, the normal grievance procedure had not started or had not been completed by the time the employment ended, **AND**
- The parties agree in writing that the modified, rather than the standard, grievance procedure shall apply.

### **Step One - Statement of Grievance**

The grievance must be set out in writing and state:

- The nature of the grievance;
- The basis for it;
- Desired outcome; and
- Submit relevant evidence.

The person may find it useful to use the Council's Grievance Notification Form to help in formulating the grievance. The employee must send the statement or a copy of it to their former manager within 3 months of the incident complained of, or from the date of the latest incident if there have been a number of related incidents over a period of time.

### **Step Two - Response**

- The appropriate manager must set out their response in writing and send the statement or a copy of it to the employee.

*NB: This statutory modified procedure can replace all and any stage of the procedure.*