



Three Rock Rovers Hockey Club

GRIEVANCE, DISCIPLINARY

POLICIES AND PROCEDURES



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INDIVIDUAL (S) GRIEVANCE PROCEDURE

1. The aim of this procedure is to provide for the fair and full settlement of all grievances quickly and as near as possible to their point of origin.
2. The procedure to apply shall be as follows:
 - 2.1. A grievance shall in the first instance be referred by the employee(s) to the Club Manager. Every effort shall be made to have the grievance resolved as quickly as possible at this stage but in any event within 2 working days.
 - 2.2. While the matter is being considered at this or subsequent stages of the grievance procedure, work shall not be delayed or interrupted. The person raising the matter shall continue to do his/her job in accordance with the instructions of his/her supervisor (generally the Club Manager) during the course of the application of these procedures.
 - 2.3. Failing settlement at stage 2.1, the employee(s) may submit the grievance in writing to the Club Council; unless otherwise agreed, a decision shall be given within 7 working days of the next Council meeting.
 - 2.4. If the issue is not disposed of at stage 2.3, it may be appealed in writing by the employee to the immediate past Club President so appointed for that purpose by the Council. An oral hearing shall take place within 5 working days or on a date mutually agreed by the parties concerned and the decision given not later than 4 working days thereafter.
 - 2.5. At any or all of the stages of the Grievance Procedure, the employee(s) may be accompanied by a representative.



DISCIPLINARY POLICY AND PROCEDURES

POLICIES AND PROCEDURES

It is accepted by the Club that our staff want to do the best job they can. Procedures are geared to establish a proper climate to enable this culture to flourish and to assist in the personal development of the individual staff member.

CORRECTIVE/DEVELOPMENT COACHING:

Disciplinary charges will not be lightly preferred against any staff member. The Club Manager will use corrective development coaching to help staff redress deficiencies and to improve performance. Essential to this process is the co-operation of the individual staff member who must be prepared to agree that a problem exists and to co-operate in resolving it. The successful operation of this process should allow for the resolution of many of the difficulties which arise without resort to formal disciplinary procedures (as per Appendix 1). Initially there will be a discussion between the Club Manager and the employee before corrective coaching and/or disciplinary procedure is undertaken. The Club Manager and the employee may each seek the attendance of an independent party at this discussion.

DISCIPLINARY PROCEDURE

For most employees the question of disciplinary action never arises. When a disciplinary issue does occur it is essential to provide procedures which will allow the matter to be dealt with in a fair manner, which will protect the dignity of the individual staff member and safeguard the interests of the Club.

Formal disciplinary procedure may arise for a perceived breach of the Club's rules/regulations or contract of employment or actions which are at variance with the interests of the Club, fellow employees, club members or members of the public on the club premises.

The procedures shall provide for:

1. The early notification that a report is being submitted;
2. A formal statement in writing of the charge;
3. The right to call witnesses;
4. The right to representation;
5. The right of appeal.



Disciplinary matters shall be progressed expeditiously and all parties shall co-operate to this end. Every disciplinary case shall be considered in the light of its

own circumstances. The disciplinary action in each case shall reflect the circumstances of the case and the previous record of the staff member involved.

In cases of grave misconduct a staff member may be summarily suspended.

DISCIPLINARY MACHINERY

DISCIPLINARY MACHINERY

1. The Club Manager or any Club Officer may decide to submit a disciplinary report to the Council. If a report is being submitted, the employee shall be so advised.
2. The staff member shall be informed in writing of the nature of the charge.
3. The employee shall have the opportunity to state his/her defence in writing and/or seek a personal hearing. This should be done within 7 working days.
4. A hearing shall be arranged without undue delay, if for any reason there is likely to be some delay, the employee should be so advised. In normal circumstances, a hearing will take place within 14 days.
5. The hearing shall be before the Club Manager. Where, however, the Club Manager is directly involved in the incident leading to the charge, the hearing shall normally be conducted by a Council member so appointed for that purpose by the Council. At the hearing the employee may be present, may call witnesses and may be accompanied by a fellow employee or a representative. Copies of documentary evidence shall be given to the employee and any representative in advance of the commencement of the hearing. Where an adjournment is requested by either side to consider evidence of documentation, the resumed hearing should take place within 7 days.
6. The employee may appeal the decision and/or the disciplinary action to a body consisting of 3 Council members so appointed for that purpose by the Council. This appeal should be made in writing within 7 working days of notification of the result of the hearing.
7. At the appeal hearing the employee may be present and may call witnesses. He/she may be represented by a fellow employee or other representative.

APPEAL



Where a dismissal from employment has been upheld at appeal stage the employee may submit an appeal to the Club President or if the President is not available to any past President of the Club so appointed for that purpose by the Council.

APPLICATION OF DISCIPLINARY PROCEDURE

See Appendix 2.

APPLICATION OF DISCIPLINARY PROCEDURE FOR STAFF ON PROBATION, TEMPORARY/CASUAL AND/OR SEASONAL STAFF

See Appendix 3.



APPENDIX 1

CORRECTIVE /DEVELOPMENT COACHING POLICY

The objectives are:

1. To encourage the Club in conjunction with the employee to correct attitude/work problems;
2. To assist the employee's personal development within the Club;
3. To improve job satisfaction and morale;
4. To avoid as far as possible the use of the formal disciplinary machinery to correct problems.

The instruments for implementation of this policy are:

- A. Advice and counsel from the Club Manager and any other Club official who may be deemed by the Club Manager and/or the employee to be of assistance to the process;
- B. Training if deemed appropriate.



APPENDIX 2

APPLICATION OF DISCIPLINARY PROCEDURES

It is intended that where possible the application of formal disciplinary machinery will be avoided. Corrective/development coaching will be utilised where appropriate.

Each breach of discipline will be dealt with taking full account of the particular circumstances involved and the employee's previous record. Depending on the nature of the misconduct, the disciplinary action may involve any one or combination of the actions listed below. The action may be allied to a "Warning" as listed hereunder.

Disciplinary Action:

- Reprimand;
- Severe Reprimand;
- Loss of pay;
- Suspension without pay;
- Dismissal.

Warnings:

- Verbal Warning
- Written Warning
- Final Warning

Misconduct/Breach of Discipline – Examples:

- Absenteeism;
- Failure to report for duty;
- Unsatisfactory timekeeping;
- Careless/poor work performance/ negligence;
- Fraudulent claims for payment in respect of time worked or expenses incurred;
- Failure to comply with Club rules and regulations
- Failure to accept an instruction from an authorised person;
- Damage to property;
- Theft;
- Assault;
- Misappropriation of cash, equipment, property;
- Abusive behaviour;



- Conviction for a criminal offence;
- Sexual harassment;
- Racial abuse/discrimination;
- Attendance at work while under the influence of alcohol and/or drugs;

- Consumption of alcohol or drugs while on duty;
- Being in possession of drugs of abuse in the workplace.

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In each instance the action taken will be recorded on the employee's record and will be taken into account in the event of a second or subsequent misconduct/breach of discipline.

It is the intention that "Warnings" should be given progressively. However the nature of an offence may necessitate a "Final Warning" or "Dismissal".

A Verbal Warning will remain on the employee's record for a fixed period of 9 months. A Written Warning will remain recorded for 12 months and a Final Warning will remain recorded for 18 months.

PAYMENT DURING SUMMARY SUSPENSION

Staff summarily suspended from duty will be paid the basis rate of pay pending application of the formal disciplinary machinery. Employees exonerated at the finalisation of procedures shall be paid an amount equivalent to the difference between basic rate and average earnings during the 8 weeks prior to suspension (where an irregular work pattern is involved) or rostered earnings (where a regular work pattern is involved) as appropriate.



APPENDIX 3

DISCIPLINARY PROCEDURES

STAFF ON PROBATION – TEMPORARY – CASUAL- SEASONAL STAFF

(A) Staff on Probation:

The Club may extend the probationary period where it is considered that conduct and/or performance is not satisfactory or in the event of significant periods of absence. During the first 6 months of probation, employment may be terminated should he/she be unsuitable following verbal warning. After 6 months continuous service, employment may be terminated on the grounds of unsuitability following written warning. An employee on probation may be charged with a specific offence under the disciplinary machinery and in such cases the matter will be dealt with by the Club Manager or a member of the Council so appointed by the Council for that purpose if so required.

(B) Temporary Staff

During the first 6 months of employment, a temporary employee's service with the Club may be terminated should he/she be unsuitable following verbal warning. After 6 months continuous service employment may be terminated on the grounds of unsuitability following written warning.

A temporary employee may be charged with a specific offence under the disciplinary machinery and in such cases the matter will be processed by the Club Manager.

(C) Casual/Seasonal Staff

Casual and seasonal staff shall be dealt with in relation to discipline and suitability as under (B) above and in their case continuous service shall be accumulated service unless there has been a break of more than 3 months between 2 periods of employment. Where there has been a break of more than 3 months, employment will not be regarded as continuous.

Adopted by Council for use on the
2013.

day of