Grievance Submission Form

Individual employee grievances (IEG) procedure

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| **Aggrieved Employee Details** | | | | |
| **Name:** | |  | **Date:** |  |
| Position, Business Unit / School | |  | | |
| Contact Number: | |  | Email: |  |
| **Grievance Categorisation** | | | | |
| I am a **current public service employee** who has an honest belief, based on reasonable grounds, that:(please select the most appropriate option/s) | | | | |
|  | | an **administrative decision**, that I am aggrieved by, is unfair and unreasonable. | | |
|  | | the **conduct or behaviour** of an **employee, agent or contractor**: | | |
|  | | is unfair and unreasonable. | | |
| constitutes bullying in the workplace. | | |
| constitutes sexual harassment. | | |
| constitutes racial vilification. | | |
| constitutes religious vilification. | | |
| constitutes vilification on the grounds of gender identity. | | |
| constitutes vilification on the grounds of sexuality. | | |
|  | | the **conduct or behaviour** of an **employee** is a breach of the Code of Conduct. | | |
|  | | an act or decision is not compatible with human rights under the *Human Rights Act 2019* (Qld)(HR Act). | | |
|  | | a decision failed to give proper consideration to a relevant human right under the HR Act. | | |
| ***Please note:*** *If you and your grievance do not fit the criteria above, the matter cannot be dealt with under the IEG Procedure. Please consider whether an alternate process, such as for* [*student protection, criminal acts or breaches of legislation*](https://intranet.qed.qld.gov.au/Services/strategymanagement/integrity-employee-relations/Pages/Howtomakeacomplaint.aspx)*,* [*fraud and corruption*](https://intranet.qed.qld.gov.au/Services/strategymanagement/integrity-employee-relations/Pages/Fraudandcorruptioncontrol.aspx)*, or* [*customer complaints*](https://intranet.qed.qld.gov.au/Services/strategymanagement/GSP/customer-complaints-management) *(DoE employees only) is appropriate in the circumstances.* | | | | |
| **Informal Resolution Attempt/s** | | | | |
|  | | I have made the following genuine and reasonable attempt/s to resolve the matter informally before submitting this grievance: | | |
| **OR** | | | | |
|  | | I have not made any attempts to resolve the matter informally before submitting this grievance, because it was not appropriate in the circumstances, for the following reasons: | | |
| *<Insert the details of the informal action taken, for example – 1. On DATE, I had a verbal conversation with NAME, POSITION, in which I expressed my belief that <insert> and my desire for the following action to occur <insert>, however they replied <insert> and I remain dissatisfied, or the behaviour in question reoccurred after this discussion. OR 2. insert details explaining why taking informal action was not appropriate in the circumstances.>* | | | | |
| ***Please note:*** *the decision maker will review this information before deciding to take local action and you may be requested to make an informal resolution attempt if the decision maker considers that the informal resolution attempts above were not genuine and reasonable, or if no action has been taken and it is not considered to be inappropriate to do so in the circumstances.* | | | | |
| **Grievance Particulars** | | | | |
| Based on my honest belief, the following are the reasonable grounds which support this grievance: | | | | |
| *<Insert numbered paragraphs with as much specific details as possible of each decision / incident of conduct or behaviour. For example – 1. On or around DATE, at approximately TIME (when) in LOCATION (where), FULL NAME, POSITION (who), did/said ‘ABC (what) <insert how> (how), in the presence of witness NAME, POSITION (witnesses), because <insert suspected reason/s>’ (why). OR 2. The administrative decision, attached, dated <DATE> of NAME, POSITION is unfair and unreasonable because A.<insert reason one> and B. <insert reason two>.>* | | | | |
| **Desired Action/s** | | | | |
| I believe the following action/s would resolve this grievance: | | | | |
| 1. <insert action/s> and/or 2. <insert action/s> | | | | |
| **Acknowledgement and submission** | | | | |
| I have read the [IEG procedure](https://ppr.mpe.qed.qld.gov.au/pp/individual-employee-grievance-procedure) and: | | | | |
|  | I have included sufficient information in this Form, and any attachments, at the time I submit this grievance to enable the decision maker to take appropriate action. | | | |
|  | I understand the decision maker may, or may not, take local action in response to this grievance, as outlined in the IEG procedure, however I will be informed of their decision, in writing regardless. | | | |
|  | I will engage in the grievance process in good faith and I am willing to participate (or not unreasonably refuse to participate) in any appropriate local action, including Alternative Dispute Resolution where appropriate, to resolve this grievance. | | | |
|  | I understand that I may be supported by a person of my choosing and represented by a union representative or member of a professional association to assist in the resolution of this grievance. | | | |
|  | I understand that the requirement to provide natural justice to the subject/s of my grievance means that they may be provided a copy, or relevant details, of my grievance to understand my concerns and/or adequately respond to any allegation/s I have made against them. | | | |
|  | I understand that a decision about my grievance must be made within 28 calendar days of receipt of this Form. | | | |
|  | I understand that I may be requested to agree to extend the timeframe of 28 days, and under the IEG procedure I cannot unreasonably withhold my agreement to an extension. | | | |
|  | I understand that after a Local Action Decision is made I will be provided a written decision, including reasons for the decision, in accordance with the IEG procedure. | | | |
|  | I understand that if my grievance is about an **administrative decision** and a Stage 1 – Local Action Decision about my grievance is not made within 28 calendar days (or such longer time as has been agreed) the administrative decision is confirmed by default (a deemed decision). Thereafter, I can request a Stage 2 - Internal Review **within 14 days**, for example by completing the [Request for Internal Review Form](https://ppr.mpe.qed.qld.gov.au/attachment/IEG-request-for-internal-review-form.docx) and sending it to [internalreview@qed.qld.gov.au](mailto:internalreview@qed.qld.gov.au). | | | |
| Please submit this completed Grievance Submission Form, with any relevant attachments, as soon as reasonably possible, to the relevant principal, supervisor or manager. | | | | |
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