

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
Director of Human Resources

PERS(14)09



To: heads of departments and institutions, faculty board chairs,
departmental administrators and faculty board secretaries

Ref. EMS/6

cc. heads of division, divisional secretaries, Director of Conference of
Colleges Secretariat.

29 July 2014

Support staff – revision of the disciplinary, grievance and redundancy appeals procedures

The University is introducing revised support staff disciplinary, grievance, and redundancy appeals procedures, which will come into effect on 1 August 2014. These procedural alterations are designed to simplify and synthesize the notification arrangements, the appeal panel constitution, and the appeal processes.

The revised appeals procedures may be found in the [disciplinary](#) and [grievance](#) procedures and in the [redundancy procedure](#) on the Personnel Services website.

1. Background

Members of support staff currently have several diverse appeals procedures. The existing disciplinary, grievance, and redundancy appeals procedures have different notification arrangements and the composition of each appeal panel is different. This makes it difficult for a single panel to hear different appeals relating to the same issue.

2. Detail

Disciplinary, grievance and redundancy appeals

The revised appeal panel procedures relate to all disciplinary, grievance, and redundancy appeals, in which the provisions of Statute XIV do not apply.

The revised arrangements, which will come into effect on 1 August 2014, merge and simplify the disciplinary, grievance and redundancy appeals procedures, to give one notification procedure and a single panel constitution for all appeals. The same appeal panel will have the right to hear any related disciplinary, grievance, or redundancy appeals, if expedient and appropriate. Revised guidance has also been given on the content and format of appeal panel hearings.

Details of the revised appeals arrangements may be found in the [disciplinary](#) and [grievance](#) procedures and in the [redundancy procedure](#) on the Personnel Services website.

Statute XIV

As the University does not propose to seek a revision of Statute XIV (Employment of Academic and Support Staff by the University) the appeal procedure in the case of dismissals arising from disciplinary action shall remain as it is.



However, under the revised appeal arrangements, if any concomitant appeal relates to the appeal conducted under the arrangements in Statue XIV, then the same appeal panel shall have the right to hear any related disciplinary, grievance, or redundancy appeals, which would normally be heard under alternative procedures.

3. Action required of Departments

Departments are asked to:

- ensure that all relevant staff are made aware of the revised support staff disciplinary, grievance, and redundancy appeals procedures and use them in future; and,
- note that these revised procedures will come into effect on 1 August 2014.

4. Further information

If you have a query about this new policy, please contact an appropriate HR Business Partner.

MR J DUXFIELD

Director of Human Resources.