



# CATHOLIC ARCHDIOCESE OF MELBOURNE

## HUMAN RESOURCES OFFICE



<http://www.melbourne.catholic.org.au/policies/index.html>



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### **CIRCULAR HR0709 (22 DECEMBER 2009) TO ALL PARISH PRIESTS AND ADMINISTRATORS IN THE ARCHDIOCESE OF MELBOURNE**

#### **Amendment to the dispute resolution provisions in the template contracts of employment.**

The dispute resolution provisions in the template contracts of employment have been amended to provide for a step by step internal process for resolving disputes relating to the National Employment Standards and the contract of employment.

The new provision was developed with the assistance of a group of Pastoral Associates concerned with the lack of clarity with the exiting provisions applying in their contracts of employment and their desire for an internal process as an alternative to other redress avenues.

The new provision will apply across all non school based parish employment.

This facility is also available to exiting employees.

The relevant templates on the diocesan web site will be amended by substituting the attached provision.

Tom Carr  
Human Resources Manager

## **DISPUTE PROCEDURE**

1. A grievance is any dispute under the contract of employment or in relation to the National Employment Standards that an employee seeks to bring to the attention of the employer.
2. Any grievance is to be notified to the employer either verbally or in writing.
3. The employer is to attempt to resolve or to provide an answer to the matter within five working days.
4. If the employer is unable to resolve the matter, the employer or employee may approach the Archdiocesan Human Resources Manager.
5. If the matter cannot be resolved by the Archdiocesan Human Resources Manager within five working days, the employer or employee may approach the Archdiocesan Business Manager.
6. If the matter cannot be resolved by the Archdiocesan Business Manager within ten working days, the employer or employee may request that an agreed mediator be appointed to assist with the resolution of the matter or failing agreement as appointed by the Vicar General of the Archdiocese of Melbourne and if he is the Parish Priest or Administrator of the Parish then by the Episcopal Vicar for the region in which the Parish is situated.
7. If the matter cannot be resolved by the mediator, then the employer or employee may request that an agreed arbitrator be appointed by the Vicar General of the Archdiocese of Melbourne and if he is the Parish Priest or Administrator of the Parish then by the Episcopal Vicar for the region in which the Parish is situated. The decision of the arbitrator will be binding upon both the employer and employee.