

Appendix 2 – Grievance Stages, Appeals and Time Limits

The following table provides and describes the basic stages and time limits within the process:

Stage	Heard By	Suggested Time Limit
1	Nominated Officer	Up to 15 working days for the conciliation meeting or the formal meeting to take place. 5 working days to issue written response, unless otherwise agreed.
2	Executive Chief Officer or Nominee	Appeal hearing to be heard within 15 working days from the date of appeal received. 5 working days to issue written response, unless otherwise agreed.
3*	Scottish Negotiating Committee for Teachers.	Determined by the Scottish Negotiating Committee for Teachers.

* Only applicable to matters relating to the teacher's national agreement on salaries and conditions of service.