

**Parochial Church Council of St Paul's, Harlow Town Centre and
St Mary's Little Parndon**

PCC discipline and grievance procedure

Disciplinary procedure

If the Team Rector* considers that the conduct or performance of an employee of the PCC has fallen short of the expected standard or of the specific terms of the employment contract, then he will discuss it with the employee and may make a written record of the matter to be placed on the employee's personal file.

If the employee disagrees with the Team Rector* over a disciplinary matter the employee may bring the matter to the PCC or its appointed representatives for investigation and their findings should be recorded in writing on the employee's personal file.

Grievance procedure

If an employee has a grievance concerning the conditions or circumstances of his employment or against other employees or officers of the PCC then he may report the matter in writing to the Team Rector*. If the grievance is not resolved by the Team Rector* or if it concerns the Team Rector* himself, then the employee should report the matter in writing to the PCC or to its appointed representatives for investigation and resolution.

*Note: For the duration of this agreement, in the absence of a Team Rector, the Churchwarden(s) will act for the employer in disciplinary and grievance matters.

Approved by the PCC on 31st July 2025

Signed (PCC Lay Chair)



Next Review Due : July 2028