**Killarney**

**HR & Payroll**

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**Grievance & disciplinary procedures**

* All employers are obligated to have written grievance and disciplinary procedures.
* Disciplinary procedures set out the stages and process you should follow when dealing with the alleged shortcomings of an employee.
* Generally, the procedures allow for informal warnings, which escalate to written warnings and ultimately to dismissal.
* Under the Unfair Dismissals Acts you must give employees written notice of these procedures before dismissal.
* You must give your employees a copy of your grievance and disciplinary procedures within 28 days of starting their contract of employment.
* If you are considering dismissing an employee, you must follow fair procedures. These include giving your employee appropriate warnings, making them fully aware of the allegations against them and giving them an opportunity to present their side.
* You must also give the employee an opportunity to be represented in any disciplinary procedures.

If you do dismiss an employee, you must be able to show you had fair grounds for dismissal and followed fair procedures.

**For help, support and advice on the above or on any of your HR & Payroll needs please feel free to contact us.**

**HR Consultancy - Payroll outsourcing - Employment Contracts - Policies & Procedures - Performance Mgt.**