

427 EMPLOYEE APPEAL PROCESS

Belief

The Division believes that employees have the right to natural justice and have the right to access an orderly process to resolve complaints and/or to appeal administrative decisions.

Procedures

1. It is expected that efforts will be made informally to solve a problem or concern before a formal appeal is filed.
2. Employees may appeal any administrative decision that directly affects his/her employment.
3. Appeals will be made in the following order:
 - 3.1. To the individual who is responsible for the original decision;
 - 3.2. To the immediate supervisor of the individual who is responsible for the original decision;
 - 3.3. To the Associate Superintendent: People Services;
 - 3.4. To the Superintendent. This is the final level of appeal
4. An appeal shall:
 - 4.1. Be submitted in writing;
 - 4.2. state the nature of the concern;
 - 4.3. provide pertinent background information;
 - 4.4. outline the steps that have been taken to attempt to resolve the concern; and
 - 4.5. be copied and provided to any other parties directly involved in the issue.
5. Upon receipt of a complete written appeal request, the person responsible to investigate the matter, within fourteen (14) calendar days of receipt of the appeal request, shall:
 - 5.1. Review all relevant information pertaining to the matter to ensure that there has been no conflict of interest or bias, and that all information is accurate.
 - 5.2. make a decision; and
 - 5.3. communicate that decision in writing to all parties concerned