

427 EMPLOYEE APPEAL PROCESS

Belief

The Maskwacis Education Schools Commission (MESC) follows the cultural and traditional teachings of the Maskwacis Cree, in particular, Wahkohtowin.

Wahkohtowin is the belief that all things are related and connected, that all of existence has spirit and that living in a good way requires us to maintain good relationships with each other and other aspects of existence. We recognize that respect for mother earth, elders, youth, and the Treaties are paramount to planning ahead and making decisions for future generations.

The MESC 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