

Procedure for Appeals Committee Meeting

Introduction - The chairperson of the Appeals Committee, who may be accompanied / assisted by a representative from HR and a Legal Adviser, will introduce the parties.

Employee's Statement of Appeal

The employee will state their reason for appeal and desired outcomes. As part of this witnesses may be called. The chairperson of the Appeals Committee may ask questions of each witness. The Committee and the Advisers may also ask questions of the employee and the witnesses.

Presentation of Decision of the Chairperson of the Grievance Hearing

The Chairperson of the Grievance Hearing will provide the reasons for the decision. As part of this witnesses may be called. The employee may ask questions of each witness. The Committee and the Advisers may also ask questions of the Chairperson of the Grievance Hearing and the witnesses.

Re-examination - Both parties will be asked if they wish to re-examine any evidence before they proceed to the next stage.

Final Statements - Both the officer handling the case for the employer and the employee (last) may make a final statement.

Adjournment - Either party may request an adjournment of the hearing at any stage.

Consideration of the case - All parties to the hearing will then withdraw. The committee, assisted by the advisers, will then deliberate. If it is necessary to recall either party or witness in order to clear up any point of uncertainty on the evidence given, both parties will be recalled notwithstanding the fact that only one may be concerned with the point giving rise to doubt.

Decision - The chairperson of the committee will, if possible, give a decision to the parties immediately after the hearing. On occasion, time constraints may make it necessary to adjourn the hearing in order to properly consider the information provided. In this case, a decision meeting will be arranged for a later date. In any case, the employee will receive written confirmation from the Member Services Officer of the Committee's decision within 7 clear working days of the decision being made

Note: References to 'employee' include the representative acting on the employee's behalf