

## **APPEAL PROCEDURES FOR SUPPORT STAFF**

### **Background**

All support staff 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. A member of support staff 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; and
  - 3.3. To the Superintendent of Schools or designate. This is the final level of appeal.
4. Appeals shall be submitted in writing, shall state the nature of the concern, shall provide pertinent background information and shall outline the steps that have been taken to attempt to resolve the concern. A copy shall be provided to any other parties directly involved in the issue.
5. Within fourteen (14) calendar days of receipt of the appeal, the supervisor shall review all relevant information pertaining to the matter, shall make a decision, and shall communicate that decision in writing to all parties concerned.

Adopted: June 2011

Amended:

Due for Review: