

## **AGENDA ITEM 4**

### **PROCEDURE FOR GRIEVANCE APPEALS**

- 1.** The procedure and sequence of events will be explained by the Chair.
- 2.** The employee or their representative to put their case and may call witnesses.
- 3.** The Head of Service or nominated officer shall have the opportunity to ask questions of the employee or their representative and witnesses.
- 4.** The panel shall have the opportunity to ask questions.
- 5.** The Head of Service or nominated officer to put their case and may call witnesses.
- 6.** The employee or their representative to have the opportunity to ask questions of the Head of Service or nominated officer and witnesses.
- 7.** The panel shall have the opportunity to ask questions.
- 8.** The employee or their representative to have the opportunity to sum up their case.
- 9.** The Head of Service or nominated officer to have the opportunity to sum up their case.
- 10.** All parties other than the panel shall withdraw.
- 11.** The panel shall consider the case and decide in the presence of the Clerk (Legal Services) and a representative from Human Resources, whether the appeal is upheld or not and then confirm the outcome.
- 12.** The decision of the panel will be communicated to both parties by the Chair.
- 13.** The decision of the panel will be confirmed in writing to both parties by Legal Services.
- 14.** Decisions of the panel are final.