

## **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 leave the meeting and are not required to wait. The decision of the panel **will not** be given on the day.
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 confirmed in writing to both parties by Legal Services within 5 working days of the meeting.
13. Decisions of the panel are final.