

## **POLICY STATEMENT AND REGULATIONS**

**Number: 800.7**

### **APPEAL PROCESS**

The District encourages resolutions to issues or circumstances in an expeditious and fair manner.

1. Any staff member, who feels he/she is being treated unfairly, may address the issue or circumstances through the Appeal procedure.
2. The appeal process is a "two up system" comprised of two steps.

#### **Step 1**

- a) The staff member discusses and documents the issue with their immediate supervisor within seven (7) days of the incident(s) giving rise to the appeal. Copies of the document will be forwarded to the applicable Director or Chief Administrative Officer (CAO).
- b) The supervisor may address the issue immediately or take up to three (3) working days to research and respond. The reply will be discussed with the staff member and documented. Copies of the response will be forwarded to the applicable Director or CAO.

#### **Step 2**

- c) Should the staff member feel the situation has not been adequately addressed they may, within three (3) working days of receipt of the written decision, request the issue be taken to the next level of management.
- d) The Director or CAO will review all the necessary documents and render a decision within four (4) working days of their receipt of the appeal. The decision at this level will be final. In the event this level of management is District Council, the appeal will be on the next Council agenda.
- e) The time limits may be extended by a maximum of seven (7) working days upon consultation or longer should one of the parties be incapacitated.
- f) All appeals and their responses will be reviewed by the CAO.

A staff member who has filed a grievance through a collective agreement may not file an appeal through this policy if the grievance has been processed and not resolved to their satisfaction.

Adopted: November 10, 2014