HUMAN RESOURCES Appeals (Professional Support Staff) Policy and Procedures

1. Policy

1.1 Employees are entitled to appeal using this procedure, against any formal action/decisions made in accordance with:

5. In Attendance

- 5.1 Appeals will normally be heard by someone at a higher grade than the person who made the original decision. However, Appeals against dismissal and/or Action Short of Dismissal will be considered by a panel of three individuals nominated by the School.
 - 5.1.1 The Chair of the panel considering appeals against dismissal will normally be of a higher grade than the person who made the original decision and the remaining two panel members will be of appropriate seniority and nominated by the School.
- 5.2 The Chair of the appeal hearing will be accompanied by a member of HR acting as advisor. In cases where an Appeal Panel is convened the HR representative may form part of the Appeal panel and act in an advisory capacity.

6. Notification Procedures and Right of Accompaniment

- 6.1 The Chair of the appeal hearing shall write to the employee giving at least five working days' notice of the time, date and location of the appeal hearing.
- 6.2 The employee shall be advised of his/her entitlement to be accompanied at the hearing by a work colleague or trade union representative. Appeal hearings are internal procedures. Therefore, attendance as a companion is restricted to other employees of the School or officials of recognised trade unions where appropriate. Solicitors, family members and all other nonemployees will normally be excluded from appeal hearings.
- 6.3 Should the employee wish to be accompanied by a Trade union representative or companion who is an employee of the School or call witnesses, it will be his/her responsibility to provide them with all the appropriate details, including the date, time and location of the hearing, as well as the details and documentation relating to his/her appeal.
- 6.4 The employee shall provide the HR Partner with the names of his/her companion and/or witnesses at least twenty-four hours before the hearing, if appropriate. The Chair will ultimately determine which witness will be called at the hearing.
- 6.5 The companion will be able to confer with the employee during the hearing and will be allowed to address the hearing in order to put forward and sum up the employee's case, respond to any view expressed at the hearing and ask questions of clarification of any witnesses. The companion will not be able to answer questions on the employee's behalf.

- 6.6 Employees shall take all reasonable steps to attend the hearing and may be accompanied by a work colleague or trade union representative. Should the chosen companion be unavailable on the given date, the employee shall immediately request a postponement by proposing an alternative date and time, which should be within five working days of the given date. Where this is not possible, the employee shall choose an alternative person to accompany him/her to the hearing.
- 6.7 Delays caused by the unavailability of the employee, their chosen companion, or witnesses, to attend on given dates without good reason, provided the specified notice has been given, will not be an acceptable ground for postponing the hearing. It may not be possible to postpone the appeal hearing more than once.
- 6.8 In circumstances where an employee does not attend the appeal hearing on the given date and does not provide

- 7.5 The employee will normally receive written notification of the outcome of the appeal within seven working days of the hearing. S/he will also be advised that the outcome of the appeal marks the end of internal consideration of the case.
- 8. Possible Outcomes of Appeal Hearings
 - 8.1 If the appeal is upheld:-
 - 8.1.1 Decide a new course of action in the case of disciplinary action this could include expunging the disciplinary action from the employee's record, or reducing the action to a lower stage in the procedure; where harassment applies, the decision to uphold or not the allegation may be revoked.

OR

8.1.2