

## **Employment sub-Committee Grievance Appeal Hearing Procedure**

The appeal hearing will be conducted in accordance with the following paragraphs except that these rules of procedure may be varied by the Employment sub-committee for any particular appeal, with the consent of the parties thereto.

- 1) The Chairperson shall introduce all parties present and explain the procedure to be followed.
- 2) The appellant (or his/her representative) shall present his/her case and call any witnesses as previously notified.
- 3) The management representative and members of the sub-committee shall be entitled to ask questions of the appellant and any witnesses. Any appellant witness shall withdraw from the hearing once they have given their evidence and been questioned by all parties.
- 4) The management representative shall present management's response and call any witnesses as previously notified.
- 5) The appellant (or his/her representative) and members of the sub-committee shall be entitled to ask questions of the management representative and any witnesses. Any management witness shall withdraw from the hearing once they have given their evidence and been questioned by all parties.
- 6) Both parties shall have the opportunity to sum up their case. No new matter shall be introduced at this stage. The management representative will sum up last.
- 7) The appellant (and his/her representative) and the management representative shall withdraw from the hearing.
- 8) The sub-committee shall deliberate in private, accompanied by the HR representative who will provide advice, and the clerk to the sub-committee. The appellant (and his/her representative) and the management representative shall only be recalled to clarify points of uncertainty on information already given. If recall is necessary, both parties shall return even if only one is concerned with the point giving rise to doubt.
- 9) Once the sub-committee has reached its decision and concluded its deliberations, the appellant (and his/her representative) and the management representative shall be recalled to the hearing. The Chairperson shall announce the sub-committee's decision to all parties

present. The sub-committee's decision will be confirmed in writing within 2 working days of the date of the hearing.