

## **Nunavut Arctic College Staff Appeal Policy**

### **POLICY**

College staff have the right to appeal decisions made regarding and based upon College policy.

### **PROCEDURE**

1. Any employee of the College may apply, in writing, to resolve differences regarding the interpretation or alleged violation of Policy and/or Procedure(s) as contained in the College's Policy and Procedures Manual.
2. The employee must, within five (5) working days of the incident giving rise to the appeal, discuss the nature of the proposed appeal with his/her immediate supervisor in an attempt to resolve the matter.
3. If the employee and his/her immediate supervisor are unable to resolve the difference within five (5) working days from the date of their initial meeting, the appellant may apply, in writing, to the Dean or designate in an attempt to resolve the matter. The written appeal must contain a statement outlining the article(s) of the Policy alleged to have been violated and the solution sought by the appellant.
4. If the employee and the Dean or designate are unable to resolve the difference within five (5) working days of the date the written application was received by the Dean or designate, the appellant may apply in writing, within no more than five (5) working days, to the President.
5. The President's decision shall be made known to the appellant within five (5) working days from the date of receipt of the written application to the President. The President's decision will be final and binding on the parties to the appeal.
6. The notice periods described in this article may be extended through the mutual agreement of the parties to the appeal.