

APPEALS PROCEDURE

Every employee has the right to appeal against any of the entries in their appraisal statement following the completion of the quality assurance process. An appeal hearing will focus only on the grounds of the appeal which the employee raises within their letter of appeal.

An appeal panel will be composed of two SPTA Directors. In cases where the Principal/Senior Leader is the subject of the appeal hearing, the appeal hearing will be heard by an appeal panel composed of two SPTA Directors alongside the Chair of the Education Advisory Body. If SPTA Directors have been involved earlier in the process, different SPTA Directors must be used at the appeal hearing. In all cases, SPTA HR will also be present to support the panel.

The appeal should be made in writing to SPTA HR within ten working days of the receipt of the written appraisal statement, clearly outlining the grounds of appeal.

The Principal/Senior Leader may be invited by either side to attend the appeal hearing as a witness.

The employee will be informed in writing, providing at least ten working days' notice of the date of the appeal hearing.

The written notification will include the following information:

- The mutually agreed date, time and venue of the appeal hearing
- A copy of the documents used to inform the original decision
- The employee's right to accompaniment by either a work colleague or trade union representative
- All parties' ability to produce any documents in evidence or references/testimonials at least five working days before the hearing takes place

The appeal panel will also receive copies of the above.

The Principal/Senior Leader is responsible for ensuring a note taker is present at the hearing to take formal notes.

The appeal panel may decide to:

- Confirm the original decision
- Uphold the grounds of appeal

Wherever possible, the appeal panel will convey their decision verbally and this decision will be confirmed to the employee, in writing, not later than five working days after the hearing. This letter will also confirm that this decision is final and there is no further right of internal appeal.