

## 1. Appeal Process (In Scope and Out of Scope Employees):

Should an employee's request for outside employment be denied or modified, the employee may appeal the decision to the Chair, Public Service Commission:

### Process

- The employee has 15 days from the date of notification of decision to register his or her intent to appeal with the Executive Coordinator, Chair's Office. Notification must be made in writing (includes e-mail).
- The Executive Coordinator will in turn notify both:
  - the employee, he or she has 14 days to provide written rationale for the appeal, and
  - the permanent head (or designate), he or she has 14 days to provide written justification for the decision to the Executive Coordinator, who will forward the submissions to the Chair.
- The Chair then has 15 days to make a decision based on the written submissions or within 30 calendar days, may schedule an appeal hearing where the employee and the Permanent Head (or designate) may present their respective cases in person.
- Should the Chair make his or her decision based on the written submissions, the Chair will provide his or her written decision to the employee and permanent head within the 15 day period noted above.
- Should a hearing be scheduled, the Chair will provide his or her written decision to the employee and permanent head within seven days of the conclusion of the hearing.

The decision of the Chair is final and binding.

Note: the appeal process does not apply to permanent heads.

## 2. Appeal Process (In Scope and Out of Scope Employees):

If disciplinary action is taken against an out of scope employee for violation of the conflict of interest guidelines and the employee feels such action is unfair, then he or she should notify the Chair, Public Service Commission of his/her desire to appeal the decision. The Minister responsible for the Public Service Commission shall be informed of this fact, by the Chair, and shall appoint a committee of at least three public employees to hear the appeal.