

SECONDMENT APPEAL PROCESS
For staff covered by SNCT Conditions of Service

1. The Appeal Process

- 1.1. If a secondment request cannot be accommodated the employee will be notified of the reason(s) for the refusal in writing by their substantive line manager without unreasonable delay.
- 1.2. The employee will have the right to appeal the decision in respect of their secondment request within 10 working days of the receipt of the written decision by their substantive line manager.
- 1.3. A statement of appeal must be submitted in writing to the Executive Director Education & Children's Services detailing the grounds for the appeal and providing any additional information relevant to their secondment request/appeal.
- 1.4. The Executive Director or nominated officer will convene a formal appeal Hearing within 10 working days (or otherwise by mutual agreement) of receipt of the written statement of appeal.
- 1.5. The Executive Director or nominated officer may communicate their decision to the employee and their substantive line manager at the conclusion of the appeal hearing, but in any event the decision shall be confirmed in writing with the employee within 5 working days of the appeal hearing.
- 1.6. There shall be no further right of appeal.