

What happens to my appeal?

1. Your appeal application will be given to an independent Staffing Review Officer (SRO) right away.
2. The SRO will look at your application and decide if the position is appealable, if you are eligible to appeal and if there are grounds for appeal.
3. If the appeal is not eligible to proceed, you will be notified.
4. If the appeal goes forward, a hearing will be conducted where you will be able to say what procedural error you think was made and how it affected your ability to be appointed. The hearing will begin as soon as the appeal period for all applicants with appeal rights is over. The hearing is usually by telephone.
5. The SRO decides whether the appeal is granted or denied.
6. The SRO will complete a report that will include the reasons for his/her decision. You will get a copy of this report .
7. The SRO does not have the power to appoint you to the position if he/she agrees that a procedural error was made but can direct that the competition be restarted where the error happened.
8. Timelines for the appeal process can be found in the Staffing Appeals Regulations at the website listed on the back of this brochure.

13/09/07

For more information contact:

Director of Corporate Human Resources
Department of Human Resources
Box 1320
YELLOWKNIFE, NT X1A 2L9
Phone: 867- 920-3398
E-mail: appeals@gov.nt.ca

Or visit the following links:

The Staffing Appeals Regulations and Affirmative Action Policy can be found at:

www.hr.gov.nt.ca/Policy/

Staffing guidelines can be found in Section 100 of the Human Resource Manual at:

www.hr.gov.nt.ca/policy/hrm/



Government of the
Northwest Territories

Staffing Appeal Process

Appealing an Appointment

STAFFING APPEAL PROCESS

What is a Staffing Appeal?

The *Public Service Act* states that appointments made to the Government of the Northwest Territories (GNWT), its boards and agencies may be appealed. A staffing appeal is your opportunity to be heard if you feel that a procedural error during the competition process negatively affected how you were considered as an applicant.*

Can I Appeal?

You can appeal if you are an unsuccessful candidate for a position within the:

- Bargaining unit of the Union of Northern Workers;
- Excluded category;
- Senior management category up to and including director level.

And if you are any of the following:

- An employee of the GNWT at the time you applied for the position;
- An indigenous aboriginal person;
- A resident disabled person;
- An indigenous non-aboriginal person who was either born in the Northwest Territories (NWT) or who has lived more than half your life in the NWT;
- A resident women applying for a position classified in a management or non-traditional occupation. A position is considered to be non-traditional if it is an occupation group where 70% or more of the employees are male. The job advertisement will tell you if the position is in a non-traditional occupation.

What appointments cannot be appealed?

Appointments to:

- Deputy Minister positions;
- Assistant Deputy Minister positions;
- Executive Manager positions;
- Teacher/Principal positions;
- Direct appointments by Cabinet;
- Appointments under the Staff Retention Policy;
- Appointments from eligibility lists.

How will the Human Resource Officer know I qualify for priority consideration?

If you wish to receive consideration when applying on a competition, your resume or covering letter must include a statement that you are a current employee or you qualify under the Affirmative Action Policy.

How do I appeal?

You will receive either a telephone call or a letter/email from the Human Resource Officer letting you know an appointment has been made.

- You need to appeal **within four (4) working days if you were told by phone or in person** that you were not the person selected for appointment.
- You need to appeal **within ten (10) working days from the day the letter or message was sent if you were notified in writing, by fax or by email** that you were not the person selected for appointment.

You must appeal in writing to the Deputy Minister of Human Resources at:

Deputy Minister
Department of Human Resources
6th floor, Yellowknife Centre
Box 1320
Yellowknife, NT X1A 2L9
Fax: 867-873-0667 or
Email: appeals@gov.nt.ca

What do I include in the appeal application?

- Your full name;
- Address, phone number and email address;
- Competition title and number;
- Department and region where you work if you are a current GNWT employee;
- **The reason for your appeal.** Your appeal application must describe the procedural error you think was made during the competition process and how you feel the mistake affected your chance at being appointed.

* Guidelines outlining how the hiring process works can be found in section 100 of the Human Resource Manual at the website listed on the back of this brochure.