

	Administrative Procedure	
	Subject	Appeal Procedure to the School Director
	AP Code	412

Background

Employees who disagree with administrative decisions that negatively affect the employee will have the opportunity to appeal to the school director.

Under this procedure, a “complaint” is an expression of dissatisfaction about a service, action, or lack of action by management or an employee within the workplace. Such a complaint is not a violation of an employment contract. This procedure does not relate to complaints of harassment or violence, which are addressed in AP170 – Harassment and AP171 - Violence.

“Appellant” is an employee of the division who is asking for a review of a decision made by their supervisor (usually the school principal).

“Respondent(s)” is the supervisor (usually the school principal) who made the decision which was the subject of a complaint under AP410 – Employee Complaints.

Procedures

1. Appeals to the director must be made within fourteen (14) days from the appellant being made aware of a decision by their supervisor, unless the appellant can demonstrate that there are reasonable grounds to extend this time limit.
2. Appeals to the director will be considered when the appellant has first tried to resolve the issue as per the informal process contained in an applicable procedure or the informal resolution process referred to in AP410 - Employee Complaints.
3. The appellant shall:
 - 3.1. complete the Appeal Form – School Director (Appendix “A”);
 - 3.2. provide copies of any related documentation; and,
 - 3.3. keep a copy of the completed form for his/her records.
4. If the school director is the respondent, the appeal should be made to the board of trustees.
5. The school director may refuse to consider the appeal if, in the opinion of the school director, any of the following apply:
 - 5.1. the appellant knew or ought to have known of the decision, recommendation, act or omission to which the appeal refers more than 14 days before the appeal was submitted to the school director;
 - 5.2. the subject matter of the appeal primarily affects a person other than the appellant and the appellant does not have sufficient personal interest in it;

- 5.3. an existing administrative procedure provides a remedy adequate in the circumstances for the appellant, and, if the appellant has not used the remedy, there is no reasonable justification for the failure to do so;
 - 5.4. the matter of the appeal is frivolous, vexatious, not made in good faith or concerns a trivial matter;
 - 5.5. the appeal is withdrawn by the appellant by notice to the school director;
 - 5.6. the respondent had authority to make the decision being appealed;
 - 5.7. the respondent's decision was based on relevant information, was just, or correct in fact;
 - 5.8. there was no reasonable belief of bias on the part of the respondent;
 - 5.9. the decision demonstrated procedural fairness; or,
 - 5.10. no new information is being presented.
6. Upon receipt of the Appeal Form – School Director, the school director shall:
 - 6.1. review the complaint to determine if the appeal should proceed;
 - 6.2. acknowledge receipt of the appeal within 10 working days, including the reason if refusing to consider the appeal;
 - 6.3. appoint a three (3) member review committee comprising of individuals not previously involved with informal resolution of the complaint or employment concern under consideration. This committee shall review the appeal and, within ten (10) working days of receiving the appeal, forward their recommendation to the school director for the final decision.
7. The school director's decision and the rationale for the decision will be communicated to the appellant by email within five (5) working days of receiving the review committee's recommendation. The response will include details of any arrangements for pursuing the matter with the Board of Trustees or any other legal redress, should the appellant not be satisfied with the school director's decision.

References

Ombudsman Saskatchewan. (2019, January). *What is Fairness?*

Date Adopted

November 1, 2025

Revised

APPENDIX A: Appeal Form – School Director

Please fill out and submit this form to the School Director via director@saskatoonchristianschool.ca

Date Form Completed	
Appellant	
Original Decision Date	
Respondent	
Please state the rationale for requesting an appeal for the original decision you received. The rationale must fall into one of the following categories:	
<input type="checkbox"/>	The respondent had no authority to make the decision.
<input type="checkbox"/>	The decision was not based on relevant information, was unjust, or wrong in fact.
<input type="checkbox"/>	There was reasonable belief of bias on the part of the respondent.
<input type="checkbox"/>	The decision does not demonstrate procedural fairness.
<input type="checkbox"/>	The decision significantly impacts an individual's health or safety and is deemed to be an exceptional situation.
<input type="checkbox"/>	New information is being presented. Please explain:
Describe the remedy/solution you are seeking:	

_____ Signature of Appellant	_____ Date
_____ Signature of School Director	_____ Date