



## ST. ANNE CENTRE

Working Together Toward Excellence in Health and Wellness

### BOARD OF DIRECTORS MANUAL

NUMBER: 009

SECTION: BRD

<b>SUBJECT: INTERVIEW BOARD APPEAL PROCESS</b>	
<b>MOTION #: 07-07-2017</b>	<b>DATE OF MOTION: July 17, 2017</b>
<b>CHAIRPERSON: E.H. Samson</b>	<b>DATE SIGNED: Dr. 5/17</b>
<b>DATE EFFECTIVE: 19-Sept.-05</b>	<b>DATE REVISED: July 17, 2017</b>
<b>DATE REVIEWED: June 2017</b>	

#### PURPOSE

This policy enhances the concept of fairness related to the conduct of Interview boards.

#### POLICY

All candidates must be given opportunity to appeal decisions made by the staffing Interview Board.

#### PROCEDURE/GUIDELINES

1. Candidates must serve notice of appeal within fifteen (15) days of the candidates' interview.
2. Notice of appeal must be submitted to the CEO of St. Anne Centre in writing; no verbal appeals will be accepted.
3. The CEO must submit the notice of appeal to the Executive Committee upon receipt. The CEO will also notify St. Anne Centre Insurance Adjusters of the appeal.
4. The Personnel and Standards Working Group, directed by the Executive Committee, will review the appeal and recommend in favor of or against the appeal and communicate this to the Board.
5. The Board of Directors will make the decision and inform the candidate in writing.

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