

## Policies and Procedures

### Associate Staff Pay Policy

#### Associated Policies

- Teachers' pay policy
- Equality in Employment policy

1	Policy Statement
1.1	The Governing Board of Northampton School for Girls will act with integrity, confidentiality, objectivity and honesty in the best interests of the school and its staff; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.
1.2	The school will abide by all the requirements for associate staff pay and conditions set out in: <ul style="list-style-type: none"> <li>• The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service</li> </ul>
1.3	This policy provides a framework for associate staff' pay and conditions and also supports the prime statutory duty of the Governing Board, as set out in the Education Act 2002, <i>"...to conduct the school with a view to promoting high standards of educational achievement at the school"; by providing consistent and objective procedures for determining pay decisions."</i>
1.4	For the purposes of this policy, reference has been made to the Pay Committee; this term is used to define the relevant members of the Finance & Audit Committee (i.e. not employees of the school) with responsibility for pay matters.
1.5	This policy has been agreed and formally adopted by the Governing Body.
2	Scope and purpose of policy
2.1	This policy will apply to associate staff at Northampton School for Girls, excluding any staff whose pay is not determined by the Pay Committee/Governing Board.  In applying this policy, the school will give consideration to: <ul style="list-style-type: none"> <li>• The Associate Staff Standards</li> <li>• Annual associate staff performance review (where applicable)</li> <li>• Probation review (where applicable)</li> </ul>
2.2	Teaching staff should refer to the Teachers' Pay policy.
2.3	The aims of the this policy are to: <ul style="list-style-type: none"> <li>• Ensure pay progression and decisions for associate staff are awarded in a fair, transparent, and consistent manner</li> <li>• Support the recruitment and retention of a high-quality associate staff workforce</li> <li>• Ensure associate staff appraisals are completed fairly and consistently, and performance related pay awarded justly</li> <li>• Put pay recommendations to the Headteacher/Governing Board and ensure they are provided with sufficient information upon which to make their decisions</li> </ul>

	<ul style="list-style-type: none"> <li>● Maintain records of decisions and recommendations made, demonstrating that all decisions are made objectively and fairly, in compliance with equalities legislation</li> <li>● Keep Associate Staff informed about the process, recommendations made and decisions reached</li> <li>● Identify the principles by which the salary decisions for all Associate Staff will be made</li> <li>● Identify the proposed timetable for annual salary reviews, including the consideration of staff for performance related pay increases</li> <li>● Demonstrate to all staff that the Headteacher/Governing Board/Pay Committee are managing pay in a fair, consistent and responsible way</li> <li>● Ensure that equality of opportunity within the school is established and maintained.</li> </ul>
<b>3</b>	<b>Responsibilities</b>
<b>3.1</b>	<p><b>The role of the Headteacher is to:</b></p> <ul style="list-style-type: none"> <li>● Develop clear arrangements for linking performance to pay progression and propose changes to pay and appraisal policies, consulting staff and union representatives, as appropriate</li> <li>● Submit policies to the Governing board for approval</li> <li>● Ensure Associate Staff appraisals are completed fairly and consistently, and performance related pay awarded justly</li> <li>● Review job descriptions and where responsibility or accountability is increased, to reconsider the grade in accordance with the appropriate guidelines</li> <li>● Maintain records of decisions and recommendations made, demonstrating that all decisions are made objectively and fairly, in compliance with equalities legislation</li> <li>● Keep Associate Staff informed about the process, recommendations made and decisions reached</li> </ul>
<b>3.2</b>	<p><b>The role of the Governing Board is to:</b></p> <ul style="list-style-type: none"> <li>● Consider and adopt the pay and appraisal policies, including the criteria for pay progression</li> <li>● Agree the extent to which specific functions relating to pay determination and appeals processes will be delegated to the Headteacher</li> <li>● Ensure that appropriate arrangements for linking performance to pay progression are in place, can be applied consistently and that pay decisions can be objectively justified</li> <li>● Identify and consider budgetary implications of pay decisions and consider these in the school's spending plan</li> </ul>
<b>3.3</b>	<p><b>The role of Associate Staff is to:</b></p> <ul style="list-style-type: none"> <li>● Take responsibility for participating in arrangements for their own appraisal in line with set guidance and instruction</li> <li>● Keep records of their objectives and review them throughout the annual cycle.</li> <li>● Some staff will have responsibilities to appraise the performance of Associate Staff (delegated by the Headteacher)</li> </ul>
<b>3.4</b>	<p><b>The Pay Committee's remit is to:</b></p> <ul style="list-style-type: none"> <li>● Consider the recommendations of the Headteacher</li> <li>● Fairly apply the criteria related to discretionary areas of pay, as identified within the Pay Policy</li> <li>● Determine salary at the time of the annual review for all staff</li> <li>● Approve the <b>NSG Associate Staff payscale</b> in line with this policy</li> <li>● Monitor the outcome of pay decisions, including the extent to which different groups of Associate Staff may progress at different rates, and check that processes operate fairly</li> <li>● Ensure that statutory and contractual requirements are applied to all staff groups</li> <li>● Ensure that adequate records of decisions are kept</li> </ul> <p>Committee members are required to treat information about each individual's earnings strictly confidential.</p>

<b>4</b>	<b>Procedures</b>
<b>4.1</b>	<p><b>Equality and employment legislation</b></p> <p>4.1.1 Northampton School for Girls will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.</p> <p>4.1.2 The Governing Board will comply with relevant equalities legislation:</p> <ul style="list-style-type: none"> <li>- Employment Relations Act 1999</li> <li>- Equality Act 2010</li> <li>- The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations</li> <li>- The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations</li> </ul> <p>4.1.3 The Governing Board will promote equality in all matters related to pay, as described in the school's Equality in Employment policy</p> <p>4.1.4 The Pay Committee will take all reasonable steps to ensure that any decision made about pay does not give rise to complaints under <b>any</b> legislation including equality legislation and the treatment of those on part-time or fixed term contracts.</p>
<b>4.2</b>	<p><b>Job descriptions and person specifications</b></p> <p>The school will provide a job description to each member of Associate Staff. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility.</p>
<b>4.3</b>	<p><b>Pay relativity</b></p> <p>The Governing Board will ensure that appropriate differentials in pay are created and maintained, following guidelines and recognising accountability, job size and the need to recruit, retain and motivate sufficient employees of the required quality at all levels.</p>
<b>4.4</b>	<p><b>Records</b></p> <p>For purposes of confidentiality, the school will confine access to salary records to the individual concerned, the Headteacher, the Pay Committee and other appropriate bodies (one of which may be a recognised trade union representative as per the arrangements in the Green Book).</p>
<b>5</b>	<b>Pay and Grading</b>
<b>5.1</b>	The pay and grading of jobs must be fair and non-discriminatory, complying with equal pay legislation and associated Codes of Practice.
<b>5.2</b>	The basic pay of each employee will consist of either a point or points on the <b>NSG Associate Staff Payscale</b> , which adheres to the local government pay spine.
<b>5.3</b>	For job re-evaluation and grading, please refer to point 13.
<b>6</b>	<b>2024/25 NSG Associate Staff Payscale</b>
<b>6.1</b>	The National Joint Council for Local Government Services (NJC) has agreed the following pay rates applicable

	<p>from 01 April 2024 to 31 March 2025.</p> <ul style="list-style-type: none"> <li>With effect from 01 April 2024, an increase of £1,209 (pro rata for part-time employees) will be a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.</li> <li>With effect from 01 April 2024, an increase of 2.5% on all pay points above 43.</li> <li>With effect from 01 April 2024, an increase of 2.5% on all allowances.</li> </ul>																																																																															
6.2	<b>2024/25 NSG Associate Staff Payscale</b> <table> <tr> <th>Grade</th><th>Point</th><th>2023/24 (FTE) £</th><th>2024/25 (FTE) £</th></tr> <tr> <td>B</td><td>1</td><td>Deleted wef 01 April 23</td><td>-</td></tr> <tr> <td rowspan="2">C</td><td>2</td><td>22,366</td><td>23,656</td></tr> <tr> <td>3</td><td>22,737</td><td>24,027</td></tr> <tr> <td rowspan="2">D</td><td>3</td><td>22,737</td><td>24,027</td></tr> <tr> <td>4</td><td>23,114</td><td>24,404</td></tr> <tr> <td rowspan="2">E</td><td>4</td><td>23,114</td><td>24,404</td></tr> <tr> <td>5</td><td>23,500</td><td>24,790</td></tr> <tr> <td rowspan="2">F</td><td>6</td><td>23,893</td><td>25,183</td></tr> <tr> <td>7</td><td>24,294</td><td>25,584</td></tr> <tr> <td rowspan="6">G</td><td>8</td><td>24,702</td><td>25,992</td></tr> <tr> <td>9</td><td>25,119</td><td>26,409</td></tr> <tr> <td>10</td><td>25,545</td><td>26,835</td></tr> <tr> <td>11</td><td>25,979</td><td>27,269</td></tr> <tr> <td>12</td><td>26,421</td><td>27,711</td></tr> <tr> <td>13</td><td>26,873</td><td>28,163</td></tr> <tr> <td rowspan="7">H</td><td>14</td><td>27,334</td><td>28,624</td></tr> <tr> <td>15</td><td>27,803</td><td>29,093</td></tr> <tr> <td>16</td><td>28,282</td><td>29,572</td></tr> <tr> <td>17</td><td>28,770</td><td>30,060</td></tr> <tr> <td>18</td><td>29,269</td><td>30,559</td></tr> <tr> <td>19</td><td>29,777</td><td>31,067</td></tr> <tr> <td>20</td><td>30,296</td><td>31,586</td></tr> </table>			Grade	Point	2023/24 (FTE) £	2024/25 (FTE) £	B	1	Deleted wef 01 April 23	-	C	2	22,366	23,656	3	22,737	24,027	D	3	22,737	24,027	4	23,114	24,404	E	4	23,114	24,404	5	23,500	24,790	F	6	23,893	25,183	7	24,294	25,584	G	8	24,702	25,992	9	25,119	26,409	10	25,545	26,835	11	25,979	27,269	12	26,421	27,711	13	26,873	28,163	H	14	27,334	28,624	15	27,803	29,093	16	28,282	29,572	17	28,770	30,060	18	29,269	30,559	19	29,777	31,067	20	30,296	31,586
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	J	27	35,745	37,035
		28	36,648	37,938
		29	37,336	38,626
		30	38,223	39,513
		31	39,186	40,476
	K	32	40,221	41,511
		33	41,418	42,708
		34	42,403	43,693
		35	43,421	44,711
		36	44,428	45,718
	L	37	45,441	46,731
		38	46,464	47,754
		39	47,420	48,710
		40	48,474	49,764
		41	49,498	50,788
	M	42	50,512	51,802
		43	51,515	52,805
<b>7</b>	<b>Allowances</b>			
<b>7.1</b>	From time to time, additional roles and responsibilities linked to the development of student provision or specified projects may arise. Where applicable, the Headteacher may award a discretionary allowance (honorary). In most circumstances this will be fixed, however in exceptional circumstances this may become permanent or incorporated into an employees job description as part of a job re-evaluation.			

<b>7.2</b>	With effect from 01 April 2024, all allowances are subject to a 2.5% uplift.
<b>8</b>	<b>Full Acting Up Payment</b>
<b>8.1</b>	Where an employee takes on the full duties of a higher graded Associate Staff post, they will be entitled to payment at the rate applicable to the higher graded post. This arrangement <b>must</b> be agreed with the Headteacher in advance.
<b>8.2</b>	A payment to reflect Full Acting Up will come into effect once the role has been undertaken for a period of 4 weeks, backdated to the date the duties commenced.
<b>8.3</b>	The employee will need to be moved out of their substantive role and into the role and grade/pay range applicable to the post they are covering. The employee's salary will be moved to the bottom of the grade for the higher-level job or increased by 1 increment if the employee's salary falls within the pay grade for the job.
<b>9</b>	<b>Partial Acting Up Payment</b>
<b>9.1</b>	Where only a proportion of the higher graded tasks are being undertaken, then a partial acting up allowance is payable. The amount of the Partial Acting Up payment will not be as high as Full Acting Up payment because only a percentage of the higher graded job is being undertaken. This arrangement <b>must</b> be agreed with the Headteacher in advance.
<b>9.2</b>	A payment to reflect Partial Acting Up will come into effect once the tasks have been undertaken for a period of 4 weeks, backdated to the date the duties commenced.
<b>9.3</b>	The Partial Acting Up allowance is calculated in the same way as for a Full Acting Up (i.e, difference between an employee's current pay point and the first pay point of the higher graded post), but only a percentage of that amount is payable, depending on the proportion of the higher graded tasks being undertaken.
<b>10</b>	<b>Salary Sacrifice Arrangements</b>
<b>10.1</b>	"Sacrifice arrangement" means any arrangement under which the employee gives up the right to receive part of their gross salary in return for the employer's agreement to provide the teacher with a benefit-in-kind e.g. a child care voucher or other child care benefit scheme. Benefit-in-kind is exempt from income tax.
<b>10.2</b>	Where the employer operates a salary sacrifice arrangement, the employee may participate in any such arrangement and the employee's gross salary may be reduced accordingly for the duration of their participation in it.
<b>10.3</b>	Details of any applicable salary sacrifice scheme may be obtained from the Finance Office.
<b>11</b>	<b>Additional hours</b>
<b>11.1</b>	Additional hours are agreed at the discretion of the Headteacher. On rare occasions the Headteacher may devolve this responsibility solely to the line manager.
<b>11.2</b>	The school operates a Time Off in Lieu (TOIL) system to account for additional hours. It is assumed any additional hours will usually be taken as TOIL.
<b>11.3</b>	<b>Payment for additional hours can only be agreed by the Headteacher.</b>
<b>11.4</b>	<b>11.4.1 Employees, in receipt of basic pay at or below point 22 on the payscale who are required to</b>

	<p>work either...</p> <ul style="list-style-type: none"> <li>a) beyond the full-time equivalent hours for the week in question (37 hours)</li> <li>b) on Saturday or Sunday</li> <li>c) on public holidays</li> <li>d) other non-standard working arrangements</li> </ul> <p>...are entitled to compensation as set out below.</p> <p><b>11.4.2</b> Employees who are required to work additional hours beyond their working week are entitled to receive the following enhancements:</p> <table border="1"> <tr> <td><b>Monday to Saturday</b></td><td>Time and a half</td></tr> <tr> <td><b>Sundays and Public holidays and extra statutory holidays</b></td><td>Double time (min 2 hours)</td></tr> </table> <p><b>11.4.3</b> Part-time employees are entitled to these enhancements only at times and circumstances in which full-time employees in the establishment would qualify. Otherwise a full working week for full-time employees shall be worked by a part-time employee before these enhancements apply).</p>	<b>Monday to Saturday</b>	Time and a half	<b>Sundays and Public holidays and extra statutory holidays</b>	Double time (min 2 hours)
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<b>12</b>	<b>Performance related pay and incremental progression</b>				
<b>12.1</b>	Each member of staff is assigned a grade band relevant to their role and responsibilities. The NSG Associate Staff Payscale sets out the scale points within each grade band.				
<b>12.2</b>	<p>Eligible employees will receive an increment of <b>one</b> scale point within their band, where they meet the following criteria:</p> <ul style="list-style-type: none"> <li>a) The professional review for the preceding year has been completed successfully, including submission of completed and signed performance review documentation in line with set timescales</li> <li>b) The employee can evidence meeting their targets and key objectives</li> <li>c) There are no current performance issues being addressed through formal processes</li> </ul>				
<b>12.3</b>	<p>Failure to meet the final performance review deadline, without justification, may make an employee ineligible for pay review.</p> <p>In these instances, the employee will be informed and given the opportunity to address this within a set timescale or provide justification.</p>				
<b>12.4</b>	Once the top of the grade band is reached, automatic progression ceases.				
<b>12.5</b>	<p>All Associate Staff must complete their professional review annually, <b>irrespective</b> of:</p> <ul style="list-style-type: none"> <li>a) Where an employee sits on the payscale</li> <li>b) If the final point within the band has been reached</li> <li>c) Personal desire for professional advancement</li> </ul>				
<b>12.6</b>	The appraisal year runs May to March, and increments are to be awarded from 01 April.				
<b>12.7</b>	<p><b>New employees/internal promotion</b></p> <p>For new employees, or when permanent internal promotion has taken place (including a new role at a higher</p>				

	grade), no incremental progression will be awarded until a full year's appraisal has been completed in line with the stipulations in 12.2.
<b>12.8</b>	<b>Role change (same band or lower)</b> Where an employee transfers to another role on the same grade band, incremental progression will be considered in line with 12.2.
<b>12.9</b>	<b>Maternity Leave/Long-term disability-related sickness</b> <div>12.9.1 Where an employee is away from school because of maternity leave, the school will not deny that employee an appraisal and subsequent pay progression decision because of her maternity.</div> <div>12.9.2 When an employee returns to work from maternity leave, we will give her any pay increases that she would have received, following appraisal, had she not been on maternity leave.</div> <div>12.9.3 We will take a practical and flexible approach to conducting appraisals and making pay decisions for those absent on maternity leave, including where an employee has been absent for part or all of the reporting year.</div> <div>12.9.4 In those circumstances, we will ensure that the absent employee receives fair treatment while ensuring the integrity and robustness of the school's appraisal process for all Associate Staff. When considering these options, we will seek to ensure that they minimise bureaucracy for all involved.</div> <div>12.9.5 We will consider conducting appraisals prior to individuals departing on maternity leave, even if this is early in the appraisal year, and basing any appraisal and pay determination on the evidence of performance to date in that appraisal year. Alternatively, if the appraisal does not take place prior to the maternity leave, it will take place within three months of the return from maternity leave.</div> <div>12.9.6 Account may also be taken of performance in previous appraisal periods if there is very little to go on in the current year. However, we will not require employees to use Keeping in Touch (KIT) days for the purposes of appraisal.</div> <div>12.9.7 If an employee is absent long-term for disability related reasons the school will consider utilising the same range of options outlined above for employees on maternity leave.</div>
<b>12.10</b>	<b>Appeal</b> To appeal a decision about performance related pay, please refer to Appendix 1.
<b>13</b>	<b>Job Evaluation Grading Review Procedure</b>
<b>13.1</b>	<b>Grounds for Re-evaluation</b> A post may be re-evaluated by the Headteacher only, where one or more of the following grounds apply <div>a) It is believed that an equivalent job is graded more highly and paid</div> <div>b) Where it is claimed that there has been a substantial and significant change to its content since its original evaluation</div> <p>A post holder who wishes to request a re-evaluation of their post due to a substantial and significant change to their duties and responsibilities should firstly request a re-evaluation by directly emailing the Headteacher.</p>
<b>13.2</b>	<b>Re-evaluation procedure</b> The post holder should firstly agree an updated job description and person specification with their line



	<p>manager and the Headteacher.</p> <p>A review of the information will be carried out by the Headteacher, and they will make a decision about what grade and or pay point is applicable to the revised post.</p>
13.3	<p><b>Appeal</b></p> <p>To appeal a decision about the re-grading element of the procedure, please refer to Appendix 1.</p>
10	<p><b>Review of policy</b></p>
10.1	<p>This policy is reviewed and amended every 3 years by the School. We will monitor the application and outcomes of this policy to ensure it is working effectively.</p>

## Appendix 1

### Appeals against pay decisions (Associate Staff)

The Governing Board has adopted the following procedure for dealing with appeals against pay decisions.

The grounds for appeal are that the Headteacher or Committee making the decision:

- Incorrectly applied this policy
- Failed to have proper regard for statutory guidance
- Failed to take proper account of relevant evidence
- Took account of irrelevant or inaccurate evidence
- Was biased, or
- Unlawfully discriminated against the employee.

### General provisions

- The employee is entitled to be accompanied by a colleague or trade union representative at the formal stage. The Headteacher may exercise discretion and allow the employee to be accompanied at the informal stage.
- The employee must take all reasonable steps to attend meetings.
- Meetings should be arranged without undue delay.
- The timings and locations of meetings must be reasonable.
- There is no further internal process available to the employee once the appeal stage has been completed.

### Procedure

#### Informal stage

Any employee seeking a reconsideration of a pay decision should first seek to resolve the matter informally through discussion with the decision maker within **10 working days** of notification of the decision. This will normally be the Headteacher.

An informal meeting should be convened within **five working days** of the employees request. This meeting will allow for the employee to receive feedback and will also allow the employee to make representation regarding pay decisions and if appropriate to provide additional information for the consideration of the decision maker.

The outcome of this informal meeting should be conveyed to the employee within **five working days** of the meeting. A possible outcome of this meeting may be to agree to revise the original decision. However, if the original decision is upheld and the employee is dissatisfied with this outcome, then they will still have access to the formal appeals procedure through the Appeals Committee.

#### Formal stage

Where it has not been possible to resolve the matter informally, the employee may follow the formal process by setting out their concerns in writing to the decision maker within **10 working days** of the notification of the decision (or the outcome of the informal discussion).

The Appeals Committee will consist of two Governors, none of whom are employees of the school or have been previously involved in making relevant pay decisions.

The appellant will be given at least **one calendar weeks' notice** of the hearing and will be required to submit their case in writing at least **5 days** before the hearing.

The appellant has the right to attend the appeal hearing to present their case and to be accompanied by a work colleague or trade union representative.
The Headteacher or Pay Committee will be required to submit their case in writing at least <b>5 days</b> before the hearing. The Headteacher or Chair of the Pay Committee have a right to attend the appeal hearing to present the case or may be required to attend the hearing in person if the appeal's committee so wishes.
The procedure to be followed for appeal hearings is as set out below, a copy of which should be given to the employee when notice of the hearing date is given. (Appendix 2)
The Appeal Committee decision will be given in writing to the appellant within <b>5 working days</b> of the hearing.
If an appeal is rejected, the Appeal Committee will inform the appellant in writing of the reasons for the decision.
The person or committee who made the original decision will also be notified of the outcome of the hearing. The decision of the Appeal Committee will be final.

## Appendix 2

### A General Guide to the Appeal Hearing

In this guide, “management” refers to the Headteacher and/or Pay Committee member who are representing the original pay decision made.

1	<b>Introduction:</b> The Chair of the Appeal Committee introduces him/herself and invites all others to introduce themselves. The Chair runs through the agenda.
2	<b>Nature of the appeal:</b> The Chair specifies the appeal and checks that all parties have the relevant documents.
3	<b>Presentation by Employee:</b> The employee and/or their representative present their case and call any witnesses. <i>(Witnesses can be questioned by the employee/their representative, management/their HR support, the Committee/their HR advisor, and then re-examined by the employee/their representative before they exit the hearing).</i>
4	<b>Questions by management:</b> The person presenting the management case and/or their HR Advisor may question the employee.
5	<b>Questions by committee members:</b> The committee members and/or their HR Advisor may question the employee.
6	<b>Presentation by management:</b> Management presents the management case and calls any witnesses. <i>(Witnesses can be questioned by management /their HR support, the employee/their representative, the Committee/ their HR advisor and then re-examined by management before they exit the hearing).</i>
7	<b>Questions by Employee:</b> The employee and/or representative may question management.
8	<b>Questions by committee members:</b> The committee members and/or their HR Advisor may question management.
9	<b>Final statement by Employee:</b> The employee and/or representative may make a final statement.
10	<b>Final statement by Management:</b> Management may make a final statement.
11	<b>Withdrawal:</b> Both parties withdraw to allow the Appeal Committee to come to a decision. The Committee’s HR advisor remains. Both parties may be asked to remain available in case the committee need to clarify any points.
12	<b>Adjournments:</b> Either party may ask for an adjournment during the course of the hearing.