

## Section: PS 801-B

### Conflict of Interest

### Appendix B

Last revised: April 2022  
Last reviewed: April 2022  
Next review:

#### Appeal Process (In Scope and Out of Scope Employees)

Should an employee's request respecting outside activities or outside employment be refused, the employee may appeal the decision in writing to the Chair of the Public Service Commission.

##### **Process**

The employee has five (5) working days, from the date of receiving the decision, to appeal to the Chair of the Public Service Commission in writing (including by email). The appeal is to include the written rationale for the appeal which is to be copied to the permanent head (or designate) who made the decision.

The permanent head (or designate) will provide written reasons for the decision to the Chair of the Public Service Commission as soon as reasonably possible, and not later than five (5) working days of receiving the employee's rationale for the appeal, with a copy to the employee.

The Chair of the Public Service Commission will provide the Chair's written decision to the employee and the permanent head as soon as reasonably possible and not later than ten (10) working days of receiving the permanent head (or designate)'s written reasons.

The Chair may extend any of the above time frames as may be necessary or reasonable in the circumstances.

The decision of the Chair of the Public Service Commission on the appeal is final and binding.