Notice to Appeal

Outcome of a Disciplinary Hearing

Note: this only applies to level 1 and Level 2 internal hearings.

Level 3 hearings appeals must be lodged with the CCMA)

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| STAFF MEMBER’s DETAILS |
| Surname |  | First name |  |
| Preferred name |  | Employee no |  |
| Job title |  | Department |  |
| Grade/post level |  |
|  Your representative in the disciplinary process |  |
| DETAILS OF OUTCOME OF HEARING |
| Date on which you received notification of the outcome of the hearing  |  |
| REASONS FOR APPEAL |
| There are two broad categories under which you can appeal:1. Substantive fairness: for example
* the penalty was not appropriate to the charges
* the penalty was not consistent relative to other similar cases of discipline in your work area
* mitigating circumstances were not considered
1. Procedural fairness: for example
* your rights were not observed
* the disciplinary process was not followed

If you need help with this, please approach your HR generalist.This document is available on the HR website on:<http://www.ru.ac.za/humanresources/academicstaff/disciplinarymatters/appeal><http://www.ru.ac.za/humanresources/supportstaff/disciplinarymatters/appeal>  |
| Please state your reasons for requesting an appeal (tick the appropriate block/s) |
|  | Substantive fairness |  | Procedural fairness |
| Please provide evidence of your claims:(e.g. if you think the disciplinary hearing was unfair on substantive fairness grounds, give specific examples of this). |
| SIGNATURES |
| Signature of employee  |  | Date |  |
| TO BE SENT TO THE HR GENERALIST FOR OUR WORK AREA  |
| Name of HR generalist  |  |
| Date received by HR Generalist  |  | Signature |  |