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 | | | |  | |