Notice to Attend a Disciplinary Suspension Hearing

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| STAFF MEMBER’s DETAILS | | | | | | | | | | | |
| Surname |  | | | | | First name | |  | | | |
| Preferred name |  | | | | | Employee no | |  | | | |
| Job title |  | | | | | Department | |  | | | |
| Grade |  | | | | |  | |  | | | |
| DETAILS OF SUSPENSION HEARING | | | | | | | | | | | |
| Please note that currently an investigation is underway that indicates that there is prima facie evidence of your being involved in the following: | | | | | | | | | | | |
| PLEASE NOTE THAT THE ABOVE ARE NOT CHARGES. SHOULD THE UNIVERSITY PROCEED WITH A DISCIPLINARY HEARING IN TERMS OF THESE ALLEGATIONS, A FORMAL NOTIFICATION OF THE CHARGES WILL BE PROVIDED. | | | | | | | | | | | |
| AT THIS POINT IN TIME, THE UNIERSITY IS CONSIDERING SUSPENDING YOU UNTIL FURTHER NOTICE.  You are being afforded an opportunity to state why you should not be suspended. The suspension hearing details are: | | | | | | | | | | | |
| Date |  | | Time | |  | | | Venue | |  | |
| YOUR RIGHTS IN THIS PROCESS | | | | | | | | | | | |
| Please note that you have the following rights in this process:   * You must have the opportunity to state your case. * You may be accompanied at this hearing by a representative of your choice provided that person is a member of staff. If you don’t wish to have a representative, this is also your choice. | | | | | | | | | | | |
| THE ROLE OF HUMAN RESOURCES  Please note that the staff of the HR Division are not involved in presenting the evidence in the hearing, determining the guilt (or not) of the staff member and/or determining the penalty if the staff member is guilty. Both of these decisions are the responsibility of HoD/manager who is the Chairperson of the process.  The role of HR in these processes is to:  1.Ensure that the staff member is treated fairly and consistently;  2. Be able to answer any queries that the staff member may they have about the process;  3. Ensure that HoDs/Managers conduct the process in a fair and effective manner;  4. Be able to answer any queries that the HOD/manager may about the process and outcome.  So if you need assistance in understanding how this process works, please contact your HR Generalist.  Information can also be gained at the HR website at:  http://www.ru.ac.za/humanresources/academicstaff/disciplinarymatters  <http://www.ru.ac.za/humanresources/supportstaff/disciplinarymatters> | | | | | | | | | | | |
| SIGNATURES | | | | | | | | | | | |
| Signature of Director/Dean who is calling the hearing | | | |  | | | | Date | | |  |
| Signature of employee to acknowledge receipt of this notice | | | |  | | | | Date | | |  |
| OR if the employee refuses to sign or is unavailable to sign, then two witnesses need to sign | | | | | | | | | | | |
| Witness name | | | | Signature | | | | Date | | |  |
| Witness name | | | | Signature | | | |  | | |  |
| COPIES of document being signed | | | | | | | | | | | |
| Date and time given to employee | |  | | | | | Date sent to HR Generalist | |  | | |