Notice to Attend a Disciplinary Hearing

(For Level 3 offences)

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| STAFF MEMBER’s DETAILS | | | | | | | | |
| Surname |  | | | | First name |  | | |
| Preferred name |  | | | | Employee no |  | | |
| Job title |  | | | | Department |  | | |
| Grade/level of post | | | | |  | | | |
| DETAILS OF DISCIPLINARY HEARING | | | | | | | | |
| Please note that a disciplinary hearing is to be held regarding the following charge/s: | | | | | | | | |
| In order to give you an opportunity to state your case, you must attend the disciplinary enquiry on | | | | | | | | |
| Date |  | Time | |  | | Venue |  | |
| KINDLY NOTE THAT FAILURE TO ATTEND WILL NOT INVALIDATE THE PROCEEDINGS OF THE HEARING | | | | | | | | |
| YOUR RIGHTS AND RESPONSIBILITIES IN THIS PROCESS | | | | | | | | |
| Please note that you have the following rights and responsibilities in this process:   * There will be an independent Chairperson, appointed by the Vice-Chancellor or Deputy Vice-Chancellor. The University utilizes Chairpersons external to the institution and who have experience in staff disciplinary matters. * You must have the opportunity to state your case. This is why the hearing is being held. * You must be given a reasonable time to prepare for the hearing. Where you believe that insufficient time has been given for preparation, please note that a request for postponement should reach the office of the IR&EE Specialist at least two working days before the hearing failing which the University may oppose your application for postponement. The Chairperson will then need to make a decision as to whether or not to proceed. * You may be accompanied at this hearing by a representative of your choice provided that person is a member of staff, a union shop-steward or someone with some legal expertise or training (this person does not have to be from Rhodes University). If you don’t wish to have a representative, this is also your choice. * You are allowed to call your own witnesses but it is your responsibility to get their support to testify. Please make sure that they are available on the date and time of the hearing. If you have any difficulty with this, please get hold of your HR generalist. * The University may also bring its own witnesses. You or your representative will have a right to cross examine these witnesses. * You have a right to any documentation before the hearing that will be used in the course of the hearing. * You have a right to be treated with respect and dignity. In return, it is expected that you treat others with respect and dignity in this process. * You have a right to an interpreter during the hearing. If you wish to take advantage of this opportunity, please advise the IR&EE Specialist in the HR Division of this at least two working days before the hearing so that the services of an interpreter can be arranged. | | | | | | | | |
| 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.  If you need assistance in understanding how this process works, please contact your HR Generalist.  In addition, you may find the documentation and resources available at the following website of use:  <http://www.ru.ac.za/humanresources/academicstaff/discplinarymatters>/prepare  <http://www.ru.ac.za/humanresources/supportstaff/discplinarymatters>/prepare | | | | | | | | |
| SIGNATURES | | | | | | | | |
| Signature of HR Professional | | |  | | | Date | |  |
| Designation | | |  | | |  | |  |
| 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 | | |  | |  |