Notice to Attend a Disciplinary Hearing

(For Level 1 and Level 2 offences)

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| STAFF MEMBER’s DETAILS | | | | | | | | | | | |
| Surname |  | | | | | First name | |  | | | |
| Preferred name |  | | | | | Employee no | |  | | | |
| Job title |  | | | | | Department | |  | | | |
| Grade |  | | | | |  | |  | | | |
| DETAILS OF HEARING | | | | | | | | | | | |
| Please note that a disciplinary hearing is to be held regarding the following alleged offence/s: | | | | | | | | | | | |
| In order to give you an opportunity to state your case, you must attend the disciplinary hearing on | | | | | | | | | | | |
| 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. When you arrive at the hearing, you must be given the opportunity to state your side of the story. You cannot just be told that you have been found guilty of misconduct. * You must be given a reasonable time to prepare for the hearing. For most level 1 or 2 offences, at least three working days is regarded as sufficient time. If you need more time to prepare (and can show this legitimately), the person hearing the case must be reasonable in considering your request for more time. * 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. * 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. | | | | | | | | | | | |
| 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 Supervisor/Manager/HoD who is initiating this process | | | |  | | | | 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 within 2 working days of document being signed | | | | | | | | | | | |
| Date give to employee | |  | | | | | Date sent to HR Generalist | |  | | |