NOTIFICATION OF

WRITTEN WARNING

(For Level 1 and Level 2 offences)

|  |
| --- |
| STAFF MEMBER’s DETAILS |
| Surname |  | First name |  |
| Preferred name |  | Employee no |  |
| Job title |  | Department |  |
| Grade |  | Division/Faculty |  |
| DETAILS OF OFFENCE  |
| Date of final hearing associated with this process |  |
| You have been found guilty of the following offence/s: |
| DETAILS OF PENALTY ASSOCIATED WITH BEING FOUND GUILTY OF THE ABOVE OFFENCE/S |
| You are hereby given WRITTEN WARNING.  |
| The action necessary on your part to avoid further disciplinary action is: |
| This warning will expire in one year from the date of this notice which is |  |
| Should you fail to comply with the above or commit a further offence/misconduct, further disciplinary action may be taken.  |
| RIGHT TO APPEAL |
| You have the right to appeal this warning. If you wish to do so:1. This must be done within 2 working days of the receipt of this letter. if you submit an appeal after these two working days, it will not be considered;
2. You must submit a letter outlining the reasons for requesting an appeal or complete the template to be found at:

http://www.ru.ac.za/humanresources/academicstaff/disciplinarymatters<http://www.ru.ac.za/humanresources/supportstaff/disciplinarymatters>Alternatively you can ask your HR Generalist for a copy of this. 1. The letter or template must be submitted to your HR Generalist.

If you need information on how the appeal process works, please consult your HR Generalist. |
| AUTHORISATION |
| Name of person issuing final warning notification |  | Signature |  |
| Designation |  | 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 | Date  |  |
| COPIES within 2 working days of document being signed |
| **Date give to employee** |  | **Date sent to HR Generalist**  |  |