KwaZulu-Natal Chamber

COLLECTIVE AGREEMENT
NUMBER 1 OF 2010

9 December 2010

PROCEDURES & PRACTICES FOR THE FILLING OF OFFICE-BASED PROMOTION POSTS
1. PURPOSE

1.1 To regulate the procedure by which office-based promotion posts for educators are filled within the KwaZulu-Natal Department of Education.

2. SCOPE

2.1 This agreement shall bind the KwaZulu-Natal Department of Education, all educators employed by the KwaZulu-Natal Department of Education and all parties to the KwaZulu-Natal Chamber of the Education Labour Relations Council.

3. PARTIES TO THE CHAMBER NOTE:

3.1 That ELRC Resolution No. 05 of 1998 does not adequately cater for the promotion of educators to office-based educator posts.

3.2 That uniform rules and procedures apply within all offices of the Department in order to promote certainty and consistency.

4. PARTIES TO THE CHAMBER THEREFORE AGREE THAT:

4.1 Annexure 1 of this agreement, titled “Procedures and Practices for the Filling of Office-Based Promotion Posts” be adopted as Collective Agreement No.1 of 2010 of the KwaZulu-Natal Chamber of the Education Labour Relations Council.

5. DATE OF IMPLEMENTATION

5.1 This agreement is effective from 9 December 2010.

6. DISPUTE RESOLUTION

6.1 Any dispute arising from this agreement shall be referred to the Council for resolution in terms of its Constitution.

THUS DONE AND SIGNED AT THE KWAZULU-NATAL PROVINCIAL CHAMBER OF THE ELRC ON THE

09 DAY OF DECEMBER 2010 BY:

<table>
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<tr>
<th>DEPARTMENT</th>
<th>NAME</th>
<th>SIGNATURE</th>
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<tbody>
<tr>
<td>KZN Dept of Educ</td>
<td>NKOSINATHI NGCOBO</td>
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ON BEHALF OF THE STATE AS EMPLOYER, AND

<table>
<thead>
<tr>
<th>TRADE UNIONS</th>
<th>NAME</th>
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<tbody>
<tr>
<td>CTU 'SADTU'</td>
<td>M.S MATHONI</td>
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<td>CTU 'ITU'</td>
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1. GENERAL PRINCIPLES

1.1 This procedure manual supersedes and replaces all other procedures and practices previously applied.

1.2 Affirmative Action

1.2.1 In the filling of educator posts the employer will be guided by the Affirmative Action Policy read in conjunction with the Employment Equity Plan of the Department.

1.2.2 In the event that the shortlisted applicants do not reflect gender balance and demographic representativity, Interview Committees are advised to look at other applicants from the designated groups to ascertain whether they could be included in the shortlist.

2. LEGISLATIVE FRAMEWORK

2.1 The following general principles should be noted:

2.1.1 The obligations of the employer in terms of sections 195 and 197 of the Constitution of the Republic of South Africa;

2.1.2 The obligation of the Employer in terms the Labour Relations Act, 1995, and other applicable labour Legislation;

2.1.3 The promotion of equal and fair treatment, in line with the provisions of the Employment Equity Act (EEA) of 1998.

2.1.4 The provisions of the Employment of Educators Act No. 76 of 1998, as amended.

3. PROCEDURES FOR THE FILLING OF OFFICE BASED PROMOTION POSTS

3.1 SIFTING OF APPLICATIONS

3.1.1 Service Requirements

The minimum requirements in terms of experience for appointment to promotion posts are as follows:

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<tr>
<th>POST LEVEL</th>
<th>MINIMUM EXPERIENCE REQUIRED IN YEARS</th>
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<tr>
<td>3</td>
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Actual educator experience, as well as appropriate experience relevant to the post, are taken into account for purposes of appointment at post levels 2 and higher.

3.2 Qualification Requirements

Minimum qualifications are M+3 [REQV 13] including a professional teaching qualification.

3.3 Rejection of Applications

Applications will be rejected based on the following factors:

3.3.1 Qualification below M + 3 including a professional qualification;

3.3.2 Incomplete applications e.g. No CV, unsigned applications;

3.3.3 Applications received after the closing date;

3.3.4 Applications from non-South African citizens who are not authorised to work in South Africa;

3.3.5 Applications received from persons who have:
3.3.5.1 Retired from the State and are in receipt of State pensions;
3.3.5.2 Accepted the VSP;
3.3.5.3 Been discharged from service on account of ill-health (medically boarded);
3.3.5.4 Not registered with SACE; OR
3.3.5.5 Does not meet the minimum service requirements in terms of experience as at the closing date of application.

4. **CURRICULUM VITAE (CV)**

4.1 A CV comprising not more than 2000 words (excluding personal details) will be utilised in the shortlisting process, in terms of the following identified categories:

4.1.1 Leadership: Administration and Management Experience.
4.1.2 Organisational Experience and Ability.
4.1.3 Professional Development, Education Experience and Insight.
4.1.4 Leadership and Community Involvement.

4.2 The Interview Committee may consult referees for verification of information where required.

5. **INTERVIEW COMMITTEE**

5.1 The Directorate: HR Services is required to nominate the Interview Committee. In making the nomination, the following must be ensured:

5.1.1 The Chairperson of the Interview Committee is of a higher grading than the post to be filled;
5.1.2 The Interview Committee consists of at least three but not more than five persons of a higher or equal grading than the post to be filled;
5.1.3 The Supervisor of the post being filled is nominated to serve either as Chairperson or member of the Interview Committee;
5.1.4 At least one member of the Interview Committee is fully familiar with the nature of the duties attached to the advertised post;
5.1.5 No employee who is an applicant for the advertised post is appointed as a member of the Interview Committee;
5.1.6 The Interview Committee is representative of race, gender and disability, where possible; and
5.1.7 Secretarial services during the selection process is provided.

5.2 The nomination for the Interview Committee must be submitted for approval in terms of delegated authority and this must be done within five (5) working days after the closing date.

5.3 The chairperson must ensure that:

5.3.1 He/she initiates the selection process and is present at all stages of this process;
5.3.2 The selection process is postponed should he/she not be available during any of the stages of the process;
5.3.3 Only formally appointed members of the selection committee participate in the process and in this regard, no member should be co-opted without the necessary approval being obtained from the delegated authority;
5.3.4 The principles of objectivity and fairness are strictly adhered to throughout the selection process.
6. **Observers**

6.1 The Trade Unions party to the ELRC, namely CTU 'SADTU' and CTU 'ITU' each has the right to appoint ONE representative, who is not an applicant for that particular post, as an OBSERVER to the processes of shortlisting, interviews and drawing up of a preference list.

6.2 The aforesaid Trade Unions will have access to the schedule of rejections resulting from the sifting process.

6.3 The Chairperson of the Interview Committee shall give at least five (5) working days written notice to the Regional office of each of the Trade Unions, in respect of the interviews to be conducted. Contact details of the trade unions appear in Annexure "D".

6.4 Valid credentials must be produced by Observers.

6.5 The non-attendance of Observers will not prohibit the selection process from proceeding, provided that the Trade Unions have been informed of scheduled meetings. The secretary must maintain records of such invitations to the Unions.

6.6 **Role of Observers**

6.6.1 The observer be present at all meetings of the Interview Committee during the shortlisting and interviewing processes.

6.6.2 The observer will not be directly involved in the actual process of shortlisting and interviewing but will oversee that approved procedures are adhered to and practices are applied in a fair, consistent and uniform manner. [e.g. Observers shall not score].

6.6.3 The observer has the right to intervene in terms of the procedures if he/she deems that there is a deviation from procedures set out in this Resolution.

6.6.4 In such an instance the observer must indicate to the Chairperson that he/she wishes to intervene.

6.6.4.1 The observer must not discuss any question or comment in the presence of the interviewee.

6.6.4.2 Discussions concerning the intervention must take place after the interviewee leaves the room.

6.6.5 The observer must sign the declaration of confidentiality (Form 6) and uphold the code of secrecy.

6.6.6 The observer must sign all the relevant documents for shortlisting and interviews.

6.6.7 The observer must first attempt to resolve any concern with the Interview Committee. Should consensus not be reached he/she must inform the Interview Committee in writing that he/she is lodging a grievance on behalf of the applicant.

6.6.8 The observer must continue to participate with the process while the grievance is being addressed by the Grievance Committee.

7. **Shortlisting and Interviews**

7.1 The Interview Committee shall conduct shortlisting subject to:

7.1.1 The guidelines contained in Annexure A of this document;

7.1.2 The criteria used must be fair, non-discriminatory and in keeping with the Constitution of the country;

7.1.3 The list of shortlisted candidates for interview purposes should not exceed five (5) per post unless the provisions of 1.2.2 are to be complied with.

7.1.4 The responsibility and requirements of the post must be considered.

7.2 Applicants will be required to complete a preference order form before the closing date and
CONFIDENTIALITY

8.1 Chairpersons of Interview Committees must stress to members and observers the importance of confidentiality and professionalism.

8.2 Ensure that all members, observers and the secretary sign the declaration of confidentiality [FORM 6].

8.3 Appropriate action will be instituted against defaulting members of the Interview Committee in terms of applicable legislation.

RECUSAL

9.1 A member of the Interview Committee shall recuse himself/herself from the entire interview, shortlisting and nomination processes in respect of the particular posts in which he/she has personal interest.

TRAVEL AND OTHER COSTS

10.1 Applicants invited to an interview will be compensated in terms of the PSCBC Resolution No. 03 of 1999 and the applicable Departmental policy.

VENUES FOR INTERVIEWS

11.1 The Chairperson of the Interview Committee must identify suitable venues for the interviews.

NOTIFICATION TO APPLICANTS

12.1 Applicants must be given five working days notice to attend the interviews.

12.2 Telephonic notification must be confirmed in writing.

RECOMMENDATIONS OF THE INTERVIEW COMMITTEE

13.1 After the interviews are completed, the Interview Committees must rank candidates in order of preference for each post on Form 5 and submit it to the Manager: HRS at Head Office.

13.2 Human Resource Services at Head Office must ensure that all the procedures agreed upon are adhered to and that grievances, if any, are dealt with before finalising the placement list.

13.3 If Human Resource Services at Head Office finds that procedures were not complied with, such recommendation(s) will be referred back to the Interview Committee for rectification before submission to the Superintendent-General for approval.

RECOMMENDATIONS AND PLACEMENT

14.1 After satisfying itself that all procedures were complied with, the Human Resources Component at Head Office will thereafter proceed with the placement of the relevant candidates in accordance with their individual preference order.
15. APPROVALS

15.1 The schedule of placed candidates will be submitted to the Superintendent-General or his/her delegate for approval.

16. GRIEVANCES AND DISPUTES

16.1 Grievances must be lodged in writing with the Human Resource Component at Head Office within seven (7) working days of each process, using the attached grievance form.

16.2 If the grievances are not resolved, disputes may be lodged with the ELRC for resolution in terms of the Dispute Resolution Procedure for educators.

17. QUERIES

17.1 In the event of any queries, doubts, discrepancies, etc please contact:

The Manager: Human Resource Services  
c/o The Superintendent-General  
KwaZulu-Natal Education Department  
Private Bag X9137  
Pietermaritzburg  
3200

Telephone: 033 - 8465000  
Fax: 033 - 8465557

18. RECORDS

18.1 The Chairperson of the Interview Committee must ensure that accurate records are maintained and that all such relevant documentation are forwarded to the Human Resources Component at Head Office upon completion of the process. In this regard the secretariat of each committee is expected to assist the Chairperson.
1. SHORTLISTING

1.1 Interview Committees are advised to develop shortlisting guidelines taking into account the inherent requirements of the post.

1.2 The guidelines, reflected in No. 2, must however be adhered to.

2. SHORTLISTING AND INTERVIEWING GUIDELINES

The following five (5) interview categories should be utilised to assess applicants:

a. Leadership : Administrative & Management Experience. 7 x 2
b. Organisational Experience & Ability. 7 x 1
c. Professional development, Educational Experience & Insight. 7 x 2
d. Leadership and Community Involvement. 7 x 1
e. Personality and Human Relations 7 x 1

TOTAL 49

2.1 SHORTLISTING GUIDELINES:

a) LEADERSHIP: ADMINISTRATIVE AND MANAGEMENT EXPERIENCE

Focus on:
✓ Leadership roles: communication, counsellor, evaluator, innovator, manager.
✓ Levels of management: accountability, responsibility, executive.
✓ Determining Needs.
✓ Budgeting.
✓ Appraisal and evaluation.
✓ Grievance and conflict resolution mediation and negotiating.

b) ORGANISATIONAL EXPERIENCE AND ABILITY

Focus on:
✓ Review of organisational experiences (capacity to plan, organise, forecast, co-ordinate).
✓ Generating new ideas.

c) PROFESSIONAL DEVELOPMENT / EDUCATION EXPERIENCE AND INSIGHT

Focus on:
✓ Self and others including qualifications.
✓ Involvement in workshops / seminars and collegiality.
✓ Publications / articles.
✓ Breadth of relevant experience.
✓ Level of understanding current education issues / practices, labour relations and education legislations.
✓ Networking.
✓ Mentoring.

d) LEADERSHIP AND COMMUNITY INVOLVEMENT

Focus on:
Democratic / transformational leadership
- Positions of leadership held: social and educational communities e.g. secretary / Chairman of Subject Committee, Official of Teacher / Welfare Organisation
- Facilitator / co-ordinator for empowerment
- Standing in the community (creativity, tolerance, sensitivity, integrity

**Verification**

Should the CV not provide sufficient clarity to come to a decision or should it be found necessary to verify some of the information in the CV, the Committee may contact the referees or other sources for the necessary validation.

2.2 **INTERVIEW GUIDELINES**

**THE PURPOSE OF THE INTERVIEWS MUST BE SEEN AS:**

- To test information provided in the CV;
- To evaluate the quality of the applicant, in terms of his/her performance and track record for the various criteria;
- To evaluate the applicant's insights and understanding;
- To assess the applicant's personality and human relations; and
- To identify the most suitable applicant.

The committee shall structure the interview around the following guidelines:

**a) LEADERSHIP: ADMINISTRATIVE AND MANAGEMENT EXPERIENCE**

**Focus on:**

- Leadership (vision, mission, goals, transformation, participative empowerment processes)
- Leadership roles (communicator, evaluator, manager, counsellor, innovator)
- Accountability (control measures and procedures)
- Levels of management (accountability, responsibility, executive, ability to lead, motivate and work with others work as a team, ability to perform under pressure)
- Determining needs
- Determining goals
- Budgeting
- Scheduling and strategic planning
- Appraisal and evaluation
- Grievance and conflict resolution mediation and negotiating
- Decision making (benchmarking comparative analysis, brainstorming, collaborating / participative)

**b) ORGANISATIONAL EXPERIENCE AND ABILITY**

**Focus on:**

- Review of organisational experiences (capacity to plan, organise, forecast, co-ordinate)
- Efficiency, initiative, dependability
- Delegation and monitoring
- Developing staff collaboration and cohesion
- Generating new ideas

**c) PROFESSIONAL DEVELOPMENT / EDUCATION EXPERIENCE AND INSIGHT**

**Focus on:**

- Self and others including qualifications
- Involvement in workshops / seminars and collegiality
d) LEADERSHIP AND COMMUNITY INVOLVEMENT

Focus on:

✓ Democratic / transformational leadership
✓ Positions of leadership held (social and educational communities e.g. secretary/Chairman of Subject Committee, Official of Teacher / Welfare Organisation)
✓ Facilitator / co-ordinator for empowerment
✓ Standing in the community (creativity, tolerance, sensitivity, integrity)

e) PERSONALITY AND HUMAN RELATIONS

Focus on:

✓ Interpersonal relationship (congeniality, collegiality)
✓ Attitude towards other stakeholders (appreciation, recognition, empowerment)
✓ Interest in the welfare of others (pastoral care)
✓ Personality impact (self confidence, positive / negative attitude, pleasant / unpleasant disposition, vibrancy / introverted)

NB. Having regard to the fact that the guidelines above cover a comprehensive assessment of each applicant that was interviewed, on completion of all interviews, the preference order for each post will be based on interview scores but subject to the Affirmative Action Policy and the Employment Equity Plan of the Department.

3. INTERVIEWING PROCEDURES

3.1 All questions will be formulated on the day of the interview by the Interview Committee.
3.2 From the list of recommended categories, the Interview Committee should develop question for each of the five categories.
1. RECEIPT OF APPLICATIONS AND ACKNOWLEDGEMENT

1.1 All applications should be sorted alphabetically within the post number, as it would assist in:

✓ Compiling Statistics.
✓ Scheduling of applications.
✓ Answering queries from applicants with regard to receipt of applications.

1.2 A separate acknowledgement should be forwarded for each application or post number.

1.3 Acknowledgements must be completed in duplicate and copies must be filed.

2. SIFTING

2.1 Sifting must ensure the following:

✓ Use of the correct application form.
✓ The application form is duly signed.
✓ A curriculum vitae is attached.
✓ The post number is indicated correctly.
✓ The application meets the qualification and service requirements.

2.2 All applications that do not meet the above requirements must be rejected and sorted alphabetically. Thereafter a schedule of rejected applications must be compiled.

2.3 The Department shall acknowledge receipt of all applications by:

2.3.1 Informing all applicants in writing of receipt;
2.3.2 Clearly indicating whether the application is complete or not; and
2.3.3 Indicating whether the applicant meets the minimum requirements for the post and that such application is being considered.

2.4 The employing Department shall handle the initial sifting process to eliminate applications of those candidates who do not comply with the requirements for the post[s] as stated in the advertisement.

3. SCHEDULING

3.1 Applications must be scheduled alphabetically within the relevant post number.

3.2 Separate schedules should be compiled for each post number.

3.3 Qualifications should be listed as indicated by the applicant.

4. FORMS

4.1 Form 1: Shortlisting Assessment Form - To be completed by Interview Committee.
4.2 Form 2: Schedule of Shortlisted Applicants – To be completed by Interview Committee.
4.3 Form 3: Interviewing Assessment Form – To be completed by Interview Committee.
4.4 Form 4: Preference Order of the Interview Committee.
4.5 Form 5: Applicants preference order – To be completed by applicant only once, and forwarded to the Directorate: Human Resource Management.
4.6 Form 6: Declaration by members of Interview Committee – To be completed by Interview Committee.
5. **FILING**

5.1 The following files should be opened for each relevant post:

- Applicants not shortlisted.
- Applicants rejected.
- Successful applicants.
- Unsuccessful applicants.
- Register of grievances.

5.2 Copies of all forms for the shortlisting and interviewing processes must be filed in alphabetical order within the post number.
ANNEXURE C

PROCEDURES FOR DEALING WITH OFFICE BASED PROMOTION GRIEVANCES

This Grievance procedure is developed as an expedited process within the frame work of the procedure contained in the Personnel Administration Measures with due cognizance taken of the Labour Relations Act of 1995 (as amended) and the Employment of Educators Act No. 76 of 1998 (as amended).

PROCEDURE

1. Should an educator or a union acting on behalf of its member/s lodge a grievance, the prescribed Grievance Form (OB1) must be completed.

   - Ideally grievances should be lodged within 7 days of the grievance being known.
   - Grievances lodged after 7 days may prejudice persons lodging such grievances in that appointments may have been effected or may be in the process of being effected.
   - Where an appointment has been effected, grievances must be lodged in the same manner but grievance hearings will not be held. The Department of Education shall inform the applicant that an appointment had been made and that the dispute should be referred to the ELRC.

2. Form OB1 must be submitted to the Directorate: Employee Relations at Head Office.

3. The Directorate must immediately, if possible, but not later than 2 working days, acknowledge receipt of the grievance on form (OB 2) which must be transmitted to the aggrieved party.

4. If the disputed post is not filled, the Directorate: Human Resource Services must be advised to temporarily place the filling of the post on hold.

5. The Directorate Employee Relations shall:
   5.1 Assign an official, preferably from the Labour Relations Component to gather the necessary information and identify potential witnesses for the Grievance Hearing.
   5.2 Establish a Grievance Committee comprising a Chairperson and three members. The Chairperson of the Committee shall be at least one level higher and the members shall be on equivalent or higher grading than the grievant. The Directorate: Employee Relations will provide the necessary advisory and secretarial services.
   5.3 The Directorate: Employee Relations shall inform the aggrieved party of the date, time and place and, in respect of individuals, of their rights to representation, at least 7 days before the hearing (OB 3). Should the applicant not attend without good cause shown, the matter may be heard in absentia.

6. The aggrieved shall have the right:
   - to be present at the hearing
   - to be represented by his/her union
   - to call his/her witnesses; and,
   - to cross examine witnesses called by the employer

7. Should there be a need, the parties may meet prior to the hearing to exchange relevant documents and narrow issues etc.

8. The Grievance Committee, after having heard the parties must make a finding. Should the findings be
9. favour of the applicant, the Grievance Committee shall make appropriate recommendations to the Superintendent-General.

10. Should the Superintendent-General disagree with the recommendations, such differences must be remitted to the Grievance Committee with full reasons for the difference. The Grievance Committee must evaluate the reasons for the disagreement and advise the Superintendent-General of its findings and recommendations.

10. The finding of the Committee shall be recorded on form OB 4 and be signed by the aggrieved, his/her union (if applicable) and the Chairperson of the Grievance Committee.

11. The Chairperson shall communicate the decision of the grievance committee to the grievant within 3 working days of the conclusion of the grievance hearing.

12. The grievant must, within 3 working days of receipt of the findings indicate on form OB4 whether the findings are accepted or whether the grievant intends lodging a dispute with the ELRC.

13. In the event that a dispute is to be lodged with the ELRC, such application should be lodged within 7 days from the date of having been advised by the Chairperson of the Grievance Committee of the outcome of the grievance hearing. Upon receipt of the copy of the referral form, the Manager responsible for the post shall withhold the filling of the affected post pending finalisation of the dispute.
**EXPEDITED PROMOTIONS GRIEVANCE FORM**

1. **DETAILS OF THE AGGRIEVED EDUCATOR**

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<th>Surname:</th>
<th>First Names:</th>
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<td>Persal No.:</td>
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<td>Postal Address:</td>
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<td>Telephone:</td>
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<td>Fax No.:</td>
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**Current school / Departmental office where grievant is stationed:**

**Is the grievant represented by a Trade Union?**

| YES | NO |

**If Yes, please state which Union?**

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<th>Postal Address:</th>
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<tr>
<td>Telephone:</td>
<td>Fax No.:</td>
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<td>Contact Person:</td>
<td>Cell No.:</td>
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2. **DETAILS OF THE GRIEVANCE**

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<tr>
<th>HRM No.:</th>
<th>Post No.:</th>
<th>Post Description:</th>
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<td>Office / District:</td>
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**Reasons for being aggrieved / or facts of the case. (Please include the relevant section/s of the regulation / procedure / legislation / collective agreement, etc. that has/have been breached):**

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15
(Should the space be insufficient, attach one additional page)

This Grievance arose on:

Relief sought: (Please indicate clearly the relief you seek):

Would the relief you seek affect the rights and / or interest of other persons? If yes, furnish details of other persons who may be affected:

I confirm that all information presented above is, to the best of my knowledge true and correct.

I further accept that in participating in this expedited process, I am bound by the procedures set out in this Collective Agreement.

SIGNATURE OF GRIEVANT

DATE
ACKNOWLEDGEMENT OF RECEIPT OF GRIEVANCE

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<tr>
<th>Name of Grievant:</th>
<th>Persal No.:</th>
<th>Institution / Office:</th>
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<th>Post/s in Dispute</th>
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HRM Circular No.: ___ of 20___

ACKNOWLEDGEMENT OF RECEIPT OF GRIEVANCE:

Your grievance referral dated ______________________ is hereby acknowledged.

You will be advised of the date, venue and time of your grievance hearing, in due course.

EMPLOYEE RELATIONS OFFICER

DATE
**NOTICE OF GRIEVANCE HEARING:**

Be advised that the grievance hearing in respect of the above post/s has been scheduled as follows:

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You may, if you so desire, be represented by your Union.

**EMPLOYEE RELATIONS OFFICER**

DATE

---

Name of Grievant: 

Name of Institution / Office:  

Post/s in Dispute (Post No.:)  

Post Description:  

Institution / Office:  
HRM Circular No.:  

____ of 20.
## District Grievance Committee Decision

In the grievance lodged by ______________, Persal No.: ______________, in respect of ______________ (Post description), ______________ (Post No.:), at ______________, the Grievance Committee finds that:

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The Grievance Committee therefore recommends that:

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<th>Grievance Committee Recommendation</th>
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**NAME OF CHAIRPERSON**

**SIGNATURE**

**DATE**

Please tick the applicable decision:

- This decision is accepted by the undersigned parties.

- This decision is not accepted by the Grievant.

### NB: In the event that a dispute is lodged, a copy of this form must accompany the dispute referral form.

**NAME OF GRIEVANT**

**SIGNATURE**

**DATE**

**NAME OF UNION REPRESENTATIVE ON BEHALF OF GRIEVANT**

**SIGNATURE**

**DATE**