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UNIVERSITY OF CAPE TOWN
BYUNIVESITHI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD

DEVELOPMENT DIALOGUE APPEALS PROCESS (PERFORMANCE CYCLE JUNE 2018 – MAY 2019)

In terms of the Development Dialogue guiding principles an employee may submit an appeal based on the following grounds:

- a) The procedure followed was unfair, or
- b) That the outcome was unreasonable in terms of performance objectives set

It is expected that, an employee should have a discussion regarding concerns emanating from the ratings outcomes with the Line Manager by no later than **15 January 2020**.

In an event where consensus cannot be reached, an employee may escalate in writing to the Dean or Executive Director by no later than **20 January 2020**. Please remember to send a copy of the escalation to your Human Resources Practitioner (HRP) servicing your environment.

If the matter is still not resolved amicably with the Dean of your specific Faculty or the Executive Director of the relevant department, the employee may submit a formal appeal in writing to the Director, Organisational Development and Effectiveness, through the HRP, for consideration by an Appeal Tribunal.

The Appeal Tribunal shall be constituted in line with its *Terms of Reference of the Tribunal* and employees are afforded an opportunity present their case and either be represented by a Union representative or an employee of their choice.

The deadline for this submission is no later than **7 February 2020**. The employee must expect a formally written feedback from the Tribunal two weeks after it has held its meeting and arrived at a decision.

Sincerely,

Mr Bongani Ndaba
Director: Organisational Development and Effectiveness