

NOTES

- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- Details of UCT's grievance procedure may be found at http://www.hr.uct.ac.za/hr/employee_relations/grievance/pass_staff/
- The completion of this form initiates Stage 2 – that is, the formal stage - of the Grievance procedure.
- The original of this form is sent by the employee to his/her Line Manager. Copies must also be sent to the Employee Relations Office and to the Employee Representative (if involved). The employee should retain his/her own copy.

EMPLOYEE DETAILS

Name of Employee with Grievance		Staff Number	
Position			
Department			

EMPLOYEE BODY DETAILS

Name of Employee Representative (if involved)		Employee Body (if applicable)	
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GRIEVANCE

Description of Grievance (attach additional sheets of paper if necessary)			
Desired Outcome			
Signature of Employee		Date	

RECORD OF FORMAL STAGES

Stage	Date form Received	Date of Meeting	Date of Decision	Chairperson (print name)	Signature of Chair	Resolved
2						
3						
4						

COMPLETING A GRIEVANCE FORM

HR173

When do I complete this form?

This form is used when an employee wishes to raise a grievance against another employee at UCT.



Note

It is completed *only after you have approached your line manager and attempted to resolve the grievance informally*. This form signals the start of Stage 2 – or the formal phase - of the University's Grievance Procedure.

Where do I send this form?

The form is sent to

- your line manager (the original)
- the Employee Relations Office (a copy)
- your Employee Representative if you wish to involve him/her (a copy)

Keep a further copy for yourself.

When do I submit this form?

Upon completion; at any time.

What happens next?

A meeting of the following people will be convened by your Line Manager:

- a Chairperson (who shall be more senior than your Line Manager)
- your Line Manager
- your Employee Representative (if involved) and
- you.

Within three days the Chairperson will return the Grievance form to you with his/her report on the grievance and proposals to resolve it.

Should you wish to take the grievance further and initiate Stage 3 of the procedure, please see details on the [HR website](#).