

FOR PSA MEMBERS: LIMPOPO

22-04-2024

Disciplinary hearing and grievance procedure of members in workplace

The PSA has noted with concern that when members are served with allegations of misconduct to appear before a disciplinary hearing, they delay requesting assistance from the PSA's Provincial Office. In some instances, members have been requesting assistance a day or two before the set hearing date. This results in unnecessary postponements to allow for consultation. For this reason, members are advised that when they are served with allegations to appear before a disciplinary hearing, they must immediately contact the shop steward in their institution for assistance. It must be noted that application for postponement can be declined by the chairperson/arbitrator, thus putting the member at risk.

Another problem is the failure to lodge a grievance within the stipulated time, which is 90 days of becoming aware of the omission or commission by the employer. Once a grievance is lodged, the employer has 30 days to respond. It is important to note that the grievance procedure allows the employer to request for extension, pending further investigation of the grievance. Failure by the employer to respond, the member in consultation with the PSA shop steward, must immediately request further assistance from the PSA's Provincial Office. The PSA will, upon receipt of such a request, register the matter, acknowledge receipt and a case number will be sent to the member. The PSA official will then consult with and advise the member on the way forward. The PSA representative allocated to the case must provide feedback to the member at least once a month.

Members are further reminded that they have a right of representation when engaging with the employer pertaining to matters of discipline and should not sign any document without reading it. Do not allow the employer to coerce you into signing anything, even if told that it is urgent or just acknowledging receipt without reading and understanding the content. Shop stewards are elected to assist members in labour-related matters and should be utilised accordingly. Members with concerns regarding pending cases can contact the PSA's Provincial Manager, John Teffo at: John.teffo@psa.co.za / WhatsApp 079 513 9856.

Employees who wish to join the PSA can contact Lawrence Muvhango on 082 880 8995 / lawrence.muvhango@psa.co.za or Paulina Moloto on 082 880 8957 / paulina.moloto@psa.co.za.

Reuben Maleka
GENERAL MANAGER