

ESSENTIAL DETAILS FOR DISMISSAL CASE NO.....

EE's correct name..... Gender ☐ M ☐ F Age.....

EE's highest standard of education..... EE works in office, shop, factory or is on the road?.....

If on road, how does ER know that EE has "clocked-in"?.....

Number of dependants of EE as breadwinner: Adults..... Children..... Was EE employed ☐ FULL-time ☐ PART-time

ER's correct name..... ER's trading name.....

What is the ER's business.....

Number of EEs in branch..... Number of branches..... Number of EEs in group..... ER is ☐ LARGE ☐ MEDIUM ☐ SMALL

Does ER belong to a bargaining council?..... If so, which one?.....

Is ER a TES? ☐ YES ☐ NO If so, the name of client and site at which EE placed.....

Are the addresses of all the parties correct? ☐ YES ☐ NO Date when EE placed at site of client.....

Date EE commenced employment..... Employment contract ☐ WRITTEN ☐ ORAL If written was copy given to EE? ☐ YES ☐ NO

Was EE transferred from previous ER to present ER? ☐ YES ☐ NO If so, when did EE commence employment with previous ER?.....

Employment contract for ☐ FIXED-TERM ☐ INDEFINITE Probation period if applicable.....

If fixed term, what was the start / end date or what was the event that would bring employment to end?.....

If it became indefinite after commencing as a fixed term contract, when did that happen?.....

EE ☐ RESIGNED ☐ DISMISSED Date of dismissal/resignation..... Dismissal/resignation in ☐ WRITING ☐ ORAL If written, date it was handed to EE/ER..... Last day @ work..... Dismissal letter handed to EE by..... Resignation letter handed to.....

If suspended date thereof Date of lifting of suspension (if applicable)..... Suspended ☐ WITH PAY ☐ WITHOUT PAY

Job title at commencement..... Job title at dismissal..... Core duties.....

Hourly pay rate R..... If fluctuating, average pay for past 13 weeks.....

Gross remuneration R..... ☐ P/MONTH ☐ P/WEEK Whether EE has received monies over and above statutory entitlement, and if so how much and for what reason?..... Total cost to company R.....

Housing allowance/subsidy R..... Car allowance R..... Medical aid / pension R..... ER's contribution to funeral/death benefit R.....

Days worked per week..... Hours worked per day..... Hours per week..... Hours per month.....

Amount of outstanding salary R..... Amount of outstanding leave pay R..... Other monies owing? R.....

Is any notice pay due? ☐ YES ☐ NO Is there a sectoral determination? ☐ YES ☐ NO Are there any collective agreements? ☐ YES ☐ NO Applicable paragraphs..... Has EE found alternative employment? ☐ YES ☐ NO If so, date..... Remuneration or rate of pay R.....

Is EE looking for work? ☐ YES ☐ NO Has EE earned money from casual work? ☐ YES ☐ NO If so, amount or rate of pay.....

Relief sought by EE..... Why does EE not want reinstatement?.....

If re-employment is sought, is there a suitable alternative post? ☐ YES ☐ NO Title of post and salary.....

If there was a delay in the matter being arbitrated, what was the delay and reason for delay.....

Date notice of hearing given to EE..... Date/s of hearing/s.....

Did EE attend? ☐ YES ☐ NO Did EE give evidence? ☐ YES ☐ NO Did EE call witnesses? ☐ YES ☐ NO Was employee represented? ☐ YES ☐ NO

Was representative a ☐ TRAINED SHOP STEWARD ☐ COLLEAGUE ☐ OTHER If other give details.....

Date of outcome of hearing/s..... Number of charges..... EE pleaded ☐ GUILTY ☐ NOT-GUILTY to following charges..... Was EE found guilty of all charges, if not, which?..... At arbitration is EE admitting any charge, & if so which?..... Does ER have a disciplinary code (DC)? ☐ YES ☐ NO Misconduct on page.....

What sanction does the DC prescribe/recommend..... Is the DC a ☐ COLLECTIVE AGREEMENT ☐ CONTRACTUALLY BINDING ☐ UNILATERALLY IMPOSED Is sanction the only issue in this case? ☐ YES ☐ NO Is there an appeal procedure? ☐ YES ☐ NO

EE aware / advised of appeal procedure? ☐ YES ☐ NO Date appeal lodged..... Date of outcome.....

Years of experience of reps: ER..... EE..... Legal training: ER..... EE.....