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| HR210b | **development dialogue Appeal** |  |

NOTES

* This form is used by staff members in PC01-PC13(4) to appeal their Development Dialogue outcomes.
* Forms must be downloaded from the UCT website: [https://forms.uct.ac.za/forms.htm](http://forms.uct.ac.za/forms.htm)
* The [Development Dialogue (DD) resource guide](http://www.hr.uct.ac.za/sites/default/files/image_tool/images/236/performance/management/pass/Development%20Dialogue%20Resource%20Guide_2022.pdf) is available on the [Development Dialogue page](http://www.hr.uct.ac.za/hr/performance/management/pass/ddhttp%3A/www.hr.uct.ac.za/hr/performance/management/pass/dd) on the HR website.
* Once completed, this form must be submitted to the Executive Director: Human Resources.
* A completed, signed copy of the [HR191](https://forms.uct.ac.za/hr191.doc), [HR210](https://forms.uct.ac.za/hr210.doc), and [HR211](https://forms.uct.ac.za/hr211.doc) (if applicable) must be attached.
* Appeals may only be submitted by staff members against their own Development Dialogue outcome.
* Appeals may only be submitted for DD rating or exceeds award outcomes. Appeals **may not** be submitted for discretionary rewards or other pay outcomes.

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| 1. **DETAILS OF STAFF MEMBER SUBMITTING APPEAL**
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| Name |       | Surname |       |
| Faculty / department |       | Staff number |       |
| Direct Line Manager |       | Position title |       |

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| 1. **Staff member (Appellant)**
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| Grounds of appeal*"(Please select one or more applicable reasons for your appeal)* | [ ]  | Performance objectives were not agreed or documented |
| [ ]  | Performance objectives changed or added during the performance cycle not agreed or documented |
| [ ]  | No formal performance reviews occurred during the course of the performance cycle |
| [ ]  | Process by which the development dialogue rating was set was unfair  |
| [ ]  | Process by which the performance objectives were set was unfair  |
| [ ]  | Development dialogue rating outcome deemed unreasonable compared to performance objectives set  |
| [ ]  | Development dialogue rating outcome deemed unreasonable compared to performance assessment |
| [ ]  | Outcome of Exceeds Award motivation deemed unreasonable given performance assessment  |
| [ ]  | Other (please state) |       |
| Have you requested information from your line manager / Chair of the DD forum for your area? | Yes [ ]  | No [ ]  | Did you receive information from your line manager / Chair of the DD forum for your area? | Yes [ ]  | No [ ]  |
| Give a full and detailed summary of your appeal citing specific concrete reasons related to the grounds indicated above. This may be inserted directly below or included as an attachment.**Note:** The appeal **must** include reference to the position description used for the performance cycle and the latest final performance review. Please attach the following: the position description ([HR191](https://forms.uct.ac.za/hr191.doc)) as used for the performance cycle; the relevant performance review ([HR210](https://forms.uct.ac.za/hr210.doc)), and, if relevant, the Exceeds Award motivations ([HR211](https://forms.uct.ac.za/hr211.doc)); and any other supporting documentation.If you wish to include new information that was not used to make the original decision, please state why that information was not part of the original decision-making process and give good reason why it should be included now. |
|       |
| Name |       | Signature |  | Date |       |
| 1. **Line Manager**
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| Give a full and detailed summary of the Development Dialogue discussions and the application of consistency, as it relates to this particular outcome. This may be inserted below or included as an attachment. **Note:** Please reference the position description used for the performance cycle and the latest final performance review. In addition to what has already been attached by the appellant, please ensure that the latest position description ([HR191](http://forms.uct.ac.za/hr191.doc)), as used for the performance cycle, the relevant performance review ([HR210](http://forms.uct.ac.za/hr210.doc)), if relevant, the Exceeds award motivations (HR211), and any other supporting documentation is attached.If you wish to include new information that was not used to make the original decision, please state why that information was not part of the original decision making process, and give good reason why it should be included now. |
|       |
| Name |       | Signature |  | Date |       |

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| 1. **HOD**
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| Give a full and detailed summary of the Development Dialogue discussions and the application of consistency, as it relates to this particular outcome. This may be inserted below or included as an attachment.**Note:** Please reference the position description used for the performance cycle and the latest final performance review. In addition to what has already been attached by the appellant and the line manager, please ensure that the latest position description ([HR191](http://forms.uct.ac.za/hr191.doc)), as used for the performance cycle, the relevant performance review ([HR210](http://forms.uct.ac.za/hr210.doc)), if relevant, the Exceeds award motivations (HR211), and any other supporting documentation is attached.If you wish to include new information that was not used to make the original decision, please state why that information was not part of the original decision making process, and give good reason why it should be included now. |
|       |
| Name |       | Signature |  | Date |       |

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| 1. **Development Forum Chair**
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| Give a full and detailed summary of the Development Forum discussions and the application of consistency, as it relates to this particular outcome. This may be inserted below or included as an attachment.**Note:** Please reference the position description used for the performance cycle and the latest final performance review. In addition to what has already been attached by the appellant, the line manager, and the HOD, please ensure that the latest position description ([HR191](http://forms.uct.ac.za/hr191.doc)), as used for the performance cycle, the relevant performance review ([HR210](http://forms.uct.ac.za/hr210.doc)), if relevant, the Exceeds award motivations (HR211), and any other supporting documentation is attached.If you wish to include new information that was not used to make the original decision, please state why that information was not part of the original decision making process, and give good reason why it should be included now. |
|       |
| Name |       | Signature |  | Date |       |

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| 1. **HR Business Partner**
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| Give a full and detailed summary of the Development Forum discussions and the application of consistency, as it relates to this particular outcome. This may be inserted below or included as an attachment.**Note:** Please reference the position description used for the performance cycle and the latest final performance review. In addition to what has already been attached by the appellant, the line manager, the HOD, and the Development Forum Chair, please ensure that the latest position description ([HR191](http://forms.uct.ac.za/hr191.doc)), as used for the performance cycle, the relevant performance review ([HR210](http://forms.uct.ac.za/hr210.doc)), if relevant, the Exceeds award motivations (HR211), and any other supporting documentation is attached. |
|       |
| Name |       | Signature |  | Date |       |

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| 1. **Attachment check list**
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| [ ]  | Latest position description ([HR191](http://forms.uct.ac.za/hr191.doc)), as used for the performance cycle, |
| [ ]  | Relevant performance review ([HR210](http://forms.uct.ac.za/hr210.doc)),  |
| [ ]  | If applicalble, Exceeds awards motivation (HR211)  |
| [ ]  | Any other applicable supporting documentation | If attached, please specify: |       |

# COMPLETING A DEVELOPMENT DIALOGUE APPEAL FORM

HR210b

**When do I complete this form?**

This form is completed when a PASS staff member in grades PC01-PC13(4) wishes to appeal their own development dialogue rating outcome.

This form is completed after the Development Forum feedback following sign-off of the Development Dialogue ratings by the final authorities, and only once further detailed feedback has been requested and received from their line manager and/or Chair of the area Development Forum regarding the application of consistency, the Development Forum discussions, and their personal outcome.

Timelines are communicated from the Office of the ED: Human Resources on an annual basis.

Timelines are strictly adhered to, and no condonation given.

**Where do I send this form?**

1. To the line manager, for signature and input.
2. To the HOD, for signature and input.
3. To the Chair of the Development Forum for that area, for signature and input.
4. To the Director: Organisational Development and Effectiveness, through the HR Business Partner, for consideration by the Development Dialogue Appeals Panel.

**What other forms do I need to complete?**

None

**What other documentation must be attached?**

* A full and detailed appeal citing specific concrete examples of demonstrated performance (if not included in the space provided on this form).
* The position description ([HR191](https://www.forms.uct.ac.za/hr191.doc)) against which performance objectives were (or should have been) set for the performance cycle in question.
* A copy of the relevant, completed, signed [HR210](https://forms.uct.ac.za/hr210.doc) form, for the relevant year of review.
* If relevant, Exceeds awards motivations ([HR211](https://forms.uct.ac.za/hr211.doc)).
* Any other supporting documentation reflecting or recording performance or in support of the grounds for appeal.



* Appeals may only be made by the affected staff member.
* Appeals may not be made for discretionary rewards or any other pay outcome.
* The Development Dialogue Appeals Panel does not ordinarily consider new information, rather reviewing the documentation and information used to make the original decision. A party can apply to the Development Dialogue Appeal Panel Chair to have new information included, but must show why that information was not part of the original decision making process, and give good reason why it should be included now.
* The Development Dialogue Appeals Panel will consider the appeal based on the written submission and supporting documentation. If needed, the Development Dialogue Appeals Panel may request that the staff member and/or the staff member’s line manager and/or HOD and/or the Chair of the Development Forum for that area separately present information to the Development Dialogue Appeals Panel, and answer questions of clarity. Staff members may be represented by a Union representative or an employee of their choice.