

REF: UN.CL.DISP.001.2/LFB/nzs

2016-03-03

TO:

ALL EXECUTIVE COUNCIL MEMBERS AND TRADE UNION REPRESENTATIVES: UNTU

### PROCEDURE WHEN DECLARING DISPUTES

Our circular letter REF: UN.CL.DISP.001.1/SH/nzs dated 2016-02-16 refers.

Under no circumstances will disputes be declared without a completed "Dispute Request" Form.

The request form must be completed in full (all fields). Important required information is, the fax number of the Employee Relations Manager responsible for the dispute.

All disputes must be faxed as the proof of delivery is the fax delivery report.

All "Annexures" in dismissal disputes must be attached. Dismissal disputes must be requested within thirty (30) days.

"Unfair Labour Practice Disputes" must be accompanied by all relevant documentation viz;

Grievance or Agreements and must be declared within ninety (90) days.

Please ensure that disputes are declared as soon as it arises. Do not wait until the last day.

No dispute will be declared without the proper completed Request Forms.

***NB!! Members that declare disputes directly to any of the Dispute Resolution bodies will not be assisted by UNTU - this is to monitor proper control.***

Your co-operation will be highly appreciated.

UNTU greetings,



**LF Brockett**  
**ACTING GENERAL SECRETARY**