Ensure that the internal processes where applicable have been exhausted in line with the grievance procedure in the Public Service (Res 14 of 2002 of the PSCBC).

**IF UNRESOLVED**

**REFERR A DISPUTE TO THE PSCBC**

1. Complete the relevant referral form - obtainable from the Council or on the PSCBC website.
   - Ensure a copy of the completed form is delivered to the other party and Chief Negotiator of the State – proof that this was sent must be provided.

2. The PSCBC will inform both parties as to the date, time and venue for conciliation process.

3. **CONCILLIATION**
   - Complete an arbitration form following the procedure on step 2 (file within 90 days from the date on which a certificate of non-resolution was issued.)
   - The PSCBC will inform both parties as to the date, time and venue for arbitration process.
   - Award issued in 14 days.

Write to us – The Editor: PSCBC News, PO Box 3123, Lyttelton South, 0176
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