



University of Fort Hare  
*Together in Excellence*

# UFH Conditions of Employment

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## **1. Welcome to the University of Fort Hare**

Management and employees of the University of Fort Hare extend a special welcome to you. We wish to reassure you that you have made a wise decision by choosing to join us, a choice never to be regretted. We hope that you will equally find working for the University of Fort Hare both thought provoking and rewarding.

The University of Fort Hare (University) has continued to produce leaders of high calibre since its establishment in 1916. It currently has three (3) campuses, all situated within the Eastern Cape Province. They are the Alice Campus, which remains the mother body, and is affectionately referred to as the “main campus”, the East London Campus and the Bhisho Campus.

## **2. Foreword**

The Conditions of Employment as contained in this document are binding to all University employees. The University reserves the right to modify, amend, withdraw and/or terminate any benefit plan or condition stipulated in this document at any time after having consulted with the relevant stakeholders. These conditions apply to all full-time employees irrespective of length of contract, including temporary employees and interns, unless explicitly indicated otherwise

## **3. Vision**

The University of Fort Hare is a vibrant, equitable and sustainable African University, committed to teaching and research excellence at the service of its student, scholars and wider community.

## **4. Mission**

The mission of the University is to provide high quality education of international standards contributing to the advancement of knowledge that is socially and ethically relevant, and applying that knowledge to the scientific, technological and social-economic development of our national and the wider world.

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## **5. Management of the University**

### **5.1 Vice Chancellor**

The Vice Chancellor (VC) is directly responsible to the Council for the efficient tuition, day to day administration, maintenance of discipline and the proper use and care of the University property.

The VC in general supervises and gives guidance in connection with work of the academic, administrative and other employees appointed to assist in the execution of the provisions and the observation of the requirements of any act, regulation, rule and provision applicable to the University.

### **5.2 Executive Management Team (EMT)**

The EMT consists of the Vice Chancellor, Deputy Vice Chancellor, Executive Deans, Registrar, Chief Financial Officer, Executive Director: Human Resources, Executive Director: Strategic Planning and other senior officers that may be co-opted from time to time. Their responsibility is to manage the day to day activities of the University.

### **5.3 Senate**

The Senate is the highest statutory academic decision-making structure of the University whose constitution is provided for in terms of the institutional statutes. It consists of the Executive Deans, Professors, Directors of Schools, Academic Heads of Departments, Directors of Academic Institutes, Representatives of Academic and non-academic employees, Representatives of Council, Representatives from SRC and co-opted members. The Senate is chaired by the VC, and its secretary is the University Registrar.

### **5.4 Other University Committees**

The Council and the Senate are the main committees and have other sub-committees. For more information on other University official bodies, please refer to the University prospectus.

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## **5.5 Delegation of Powers**

The Council has delegated its powers to the Vice Chancellor.

If the VC deems it expedient for the efficient administration of the University, he/she may delegate a power conferred upon him by Council to another officer or employee on such conditions as he/she may determine.

The VC may at any time revoke a delegation made in terms of this regulation.

## **6. Induction**

It is a University policy for all new employees to undergo a formal induction in July if appointed before July and in January if appointed after July.

## **7. Code of Conduct**

- 7.1 Employees are expected to maintain professionalism at all times when executing their official duties within and outside the premises of the University.
- 7.2 An employee shall place all his/her time at the disposal of the University during office hours.
- 7.3 He/she shall not undertake work for remuneration in addition to his/her work for University or commit him/herself to undertake such work.
- 7.4 He/she may not lawfully claim additional remuneration in respect of additional official duties or work which he/she undertakes on the instruction of a supervisor.
- 7.5 Notwithstanding the provisions of 7.3 and 7.4 above, the VC or his delegate may grant permission to an employee to undertake work for remuneration in addition to his/her work for the University (private work) or to commit him/herself to undertake such work on such conditions as the VC may determine. For more details, employees are urged to refer to University Private Work Policy.

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## 8. Working hours

- 8.1 Office hours for non-academic employees start at **08h00 until 16h30** everyday from Monday to Thursday, and from **08h00 to 15h30** on Friday. Lunch time is 45 minutes per day from **13h00 to 13h45**.
- 8.2 The Academic employees shall work **40 hours per week**. The spread of working hours shall be determined by academic programmes taking into account teaching, research, community outreach and consultation.

## 9. Official channels of Communication

Protocol guidelines on communication are obtainable from the Departments / Units where employees are based. Both horizontal and vertical communication that is not offensive, malicious, and defamatory, is welcome and may be both verbal and in writing through any or all the available communication mediums within the University, which may include, but not limited to the under-listed official communication channels:-

1. telephone
2. electronic mail
3. ordinary mail
4. sectional / committee meetings
5. one-on-one structured interaction

## 10. Acceptance of nomination for National / Provincial Parliament and/or Local Government

Any employee who has been nominated to serve on the National / Provincial Parliament / Local Government shall make a written application to Council via the Office of the VC.

## 11. Dress Code

- 11.1. Employees who have client contact are to dress in a business-like manner and in a manner which enhances business objectives.
- 11.2. Any variations hereto must have the approval of the Executive Head of the Faculty/ Division.
- 11.3 Generally, it is the policy of the University that employees dress in a manner that is appropriate in relation to:
- 11.3.1 the inherent nature of their job;
  - 11.3.2 the clients who are interacted with; and

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11.3.3 the culture of each individual division or department.

11.4 Informal clothing / shoes e.g. sandals for men, short pants by male and female employees, takkies and torn stylish jeans, as well as revealing clothes within the workplace shall not be allowed. Overalls for office-based employees are equally not acceptable unless prior permission has been granted by the Head of Department on certain specified days.

## **12. Remuneration**

12.1 Salaries and benefits shall be equitable and based on justifiable criteria related to market forces, operational needs and performance-related criteria.

12.2 Salary reviews are determined by the bargaining negotiations that take place annually in terms of a collective relationship.

12.3 Market related packages will be paid subject to the outcome of 12.2 above which will be reviewed annually on the 1<sup>st</sup> of January.

12.4 The University currently uses a total cost to company (ctc) salary structure. Contributions to the pension / provident / retirement fund, group life and medical aid are compulsory subject to the nature and duration of the contract of employment.

12.5 Salaries are paid on the 22<sup>nd</sup> day of each month and if this date falls on a public holiday or weekend, salaries will be paid on the working day preceding the 22<sup>nd</sup>.

12.6 Performance bonuses are dealt with in terms of the Performance Management Policy.

## **13. Benefits**

### **13.1 Pension / Provident / Retirement Fund**

All permanent employees must join the Provident / Retirement Fund on appointment. These funds automatically provide for retirement, life and disability insurance and full details of the benefits and membership fees are obtainable from respective Fund brochures obtainable from the Human Resources Division. Contract employees whose contract is three (3) years and above, may also join the Provident / Retirement Fund.

Employees who are already on the Government Employees Pension Fund (GEPF) on appointment may transfer their membership to the University.

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## **13.2. Medical Aid Scheme**

Membership of the University Medical Aid Scheme is compulsory unless an employee proves that he/she is covered by another medical aid scheme or is a dependent in another medical aid scheme.

## **13.3 Retirement**

The retirement age for all employees is 65 years and continued employment thereafter, which can only be on a fixed term basis, must be approved by the Vice Chancellor. Applications for early retirement will be processed in accordance with the rules and regulations of the Retirement / Pension / Provident fund. Early retirement starts immediately after attaining age of 55 and continues until age 59. Age 60 is deemed to be a retirement age and employees willing to retire at 60 are allowed.

## **13.4 Group Life Scheme**

Membership of Group Life scheme is compulsory for all permanent employees.

## **13.5. Study subsidy**

The University provides study subsidy for employees and their biological or legal dependents. The dependents will only qualify for undergraduate studies and only when studying at the University of Fort Hare.

For more details please refer to the University Human Resources Development policy

## **14 Allowances**

14.1. Acting Allowance

14.2. Added responsibilities allowance

14.3. Car Allowance

14.4. Cell phone Allowance

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For details regarding provisions listed from 14.1 to 14.4 above, you are kindly requested to refer to the University Remuneration Policy.

## 14.5 Settling-in Allowance

For details regarding provisions of 14.5 above, you are requested to refer to the University Relocation Policy

## 14.6. Subsistence and travel (S&T) allowance

For full details on provisions of 14.6 above you are requested to refer to the University Subsistence & Travel policy.

## **15. Leave**

### 15.1. Non-accumulative / vacation leave

All employees are entitled to 30 days vacation leave per annum. Further details on non-accumulative / vacation leave are obtainable from the University Leave Policy.

### 15.2. Examination leave

### 15.3. Maternity leave

### 15.4. Paternity leave

### 15.5. Family responsibility leave/ compassionate leave

### 15.6. Special Leave

### 15.7. Sick Leave

### 15.8. Study leave

### 15.9. Leave without pay

The detailed information pertaining to all the leave types listed under provisions 15.2 to 15.9 above is obtainable from the University Leave Policy. All employees are urged to familiarize themselves with the Leave Policy document and its contents.



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## 15.10. Sabbatical leave

Detailed information pertaining to Sabbatical Leave is obtainable from the University Sabbatical Leave document.

## 16. Public Holidays

16.1 Public holidays shall be regulated as per the Basic Conditions of Employment Act No. 75 of 1997 as amended from time to time.

16.2 All employees are entitled to public holidays stipulated by legislation; however, an employee may be requested to work on such days by the University.

## 17. Language

Detailed information on language is obtainable from the institutional Language Policy.

## 18. Pets

Bringing any kind of pet to the workplace is prohibited. Failure to adhere to this provision will lead to corrective action being taken against the employee.

## 19. Health and Safety

It is the responsibility of all employees to ensure that health and safety measures are adhered to. For more information please refer to University Health and Safety policy and Smoking Policy.

## 20. Termination of employment

20.1. In case of termination of employment relationship by either party, the party requesting termination shall be required to serve notice as stipulated in the contract of employment.

20.2 All employees leaving the university shall be requested to attend and participate in an exit interview.

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## 21. Human Resources Policies

The employment policies listed under provision 21.1 to 21.17 below are obtainable from the Human Resources Division, as well as on the University website. All University policies are binding to all employees and have to be adhered to at all times. Any deviation from the University rules and regulations as contained in these policies shall amount to misconduct.

- 21.1 Abscondment Policy & Procedure
- 21.2 Car Hire Policy
- 21.3 Code of Conduct
- 21.4 Employee Relations Policy
- 21.5 Employment Equity Policy
- 21.6 HIV / AIDS Policy
- 21.7 Human Resource Development Policy
- 21.8 Language Policy
- 21.9 Leave Policy and Procedure
- 21.10 Overtime Policy
- 21.11 Occupational Health & Safety Policy
- 21.12 Performance Management Policy
- 21.13 Private Work Policy
- 21.14 Recruitment Policy
- 21.15 Relocation policy
- 21.16 Smoking Policy
- 21.17 Subsistence & Travel Policy

## 22. General

All University employees must commit themselves to the following responsibilities:

1. Read the Conditions of Employment document and familiarize themselves with its contents;
2. Abide by the standards embodied in the Conditions of Employment;
3. Keep a copy of the document for personal reference;
4. Seek information and advice when needed;
5. Report violations of the Conditions of Employment;
6. Know the details of the policies, especially those that pertain to their work.