

## *Memorandum*

**To: All Line Managers**

Dear Colleagues

I am glad to communicate to you regarding your involvement in the Employment Equity (EE) processes of the University. I hereby wish to highlight the following important points.

### **1. Revised Employment Equity Plan**

Towards the end of 2020, the Rectorate adopted a new Employment Equity Plan for the next five years starting from 01 October 2020 until 30 September 2025. The revised plan confirms that employment equity is not just a mere external compliance prescript, but rather a manifestation of our shared belief that staff diversity is one of the key prerequisites for the future success of our University.

### **2. Employment Equity Targets**

The most significant amendment to the revised Employment Equity Plan is the intensified focus on the setting of simultaneously aspirational and realistic targets, in order to accelerate the process of attracting staff from designated groups. The employment equity target for African, Coloured and Indian (ACI) staff, i.e. academic and professional academic support staff together, is set at 55% by 2025 (modulation on gender should be done on the different post levels, specifically at senior levels for a 50/50 ratio). The employment equity targets for persons with disabilities is set at 2% across all job levels. The Rectorate emphasises the importance of aligning the environment EE plans to the institutional EE plan in order to achieve the target by 2025. Refer to the comprehensive Employment Equity Plan (attached).

### **3. Role of employment equity representatives**

The Employment Equity Office has been requested to prioritise the strengthening of the role of employment equity representatives in the appointment processes. EE representatives will be required to complete an independent report (**attached**) as a complementary report to the standard recommendation report for appointments. The Employment Equity Office will arrange workshops during late May and June 2021 for line managers, human resources practitioners and employment equity representatives to ensure that all stakeholders understand their roles in the EE processes of the University. All Environments are required to ensure that EE representatives serve in appointment committees and panels. Our advice is that you consider nominating one or more colleagues as employment equity representatives in your environment. We kindly request that you submit the names and contact details of these colleagues in your environment to the Director Employment Equity, Mr Sello Molapo, by Friday, 21 May 2021. The Director for EE will offer training to these colleagues and liaise in other ways with them.

#### **4. Revised recommendation report for appointment**

A revised recommendation report for appointments (**attached**) will be introduced in order to assist environments to capture the information required to enable the monitoring and evaluation of appointments in line with the Code for EE and Diversity. The EE office will conduct workshops on the revised recommendation report during late May and June 2021.

#### **5. Monitoring and evaluation mechanism for employment equity**

Monitoring and evaluation mechanisms will be implemented to track progress regarding the achievement of targets by environments. The EE Office will submit two reports annually to the Rectorate, the Appointments Committee of Senate, the Employment Equity Advisory Committee and the Institutional Transformation Committee about progress with achieving targets in all university environments. Environments are required to submit revised EE plans for 2021 to the EE office by the end of June 2021.

Please contact the Director Employment Equity, Mr Sello Molapo at [sdm@sun.ac.za](mailto:sdm@sun.ac.za) should you require further information.

We thank you for your cooperation.

#### **Document(s) attached**

1. EEA13 Employment Equity Plan 2020 to 2025
2. Role of employment equity representatives
3. Employment equity representative report
4. Recommendation report for appointments



**Prof NN Koopman**

**Vice-Rector: Social Impact, Transformation and Personnel**