

APPOINTMENT OF FIXED TERM CONTRACT LONGER THAN THREE MONTHS

(Motivation for a fixed term contract in terms of the relevant legislation must be attached.)

Correspondence language: English

Afrikaans

Definitions: (please select option)

FULL-TIME:

- A full-time employee works a full day, every working day of the week (manages leave on Oracle).

PART-TIME:

- A part-time employee works a part of a working day, every working day of the week (manages leave on Oracle).
- A part-time employee works a part of a week (leave is calculated as a percentage of working hours). Two weeks prior to termination of contract, Human Resources must be notified of remaining leave which is to be paid out.

Category of appointment:

(Refer to guidelines regulating fixed term appointments longer than three (3) months)

4 to 12 months

Longer than 12 months

Foreigner:

Yes No

(If yes, please attach certified copy of passport and visa.)

Pensioner:

Yes No

UT Number Department/Division

Title..... Name Surname

Identity number..... Email address

Position number against which appointment must be made

Job grade of appointment and leave category:

Previously employed by Stellenbosch University?

Yes No

Grade/Job Level against which appointment must be made

Job Title

Period of appointment:

From To

(Please note that the hours indicated below reflect the maximum number of hours per annum per personnel category) <http://www0.sun.ac.za/hr/docs/hemis/HEMIS-PK.pdf>.

Number of hours for period of appointment:

(Only for part-time fixed term employees)

Hours per month.....

Remuneration (per month/annum/for the period)

Costing:

SU FUNDS COST CENTRE	SU FUNDS %	EXTERNAL FUNDS COST CENTRE	EXTERNAL FUNDS %

HEMIS PERSONNEL CATEGORY (PK1 – PK7)	HEMIS / PROGRAMME / ACTIVITY (e.g.110/200/460 etc.)	% OF EMPLOYEE'S TIME
		TOTAL 100%

Recommendation:

.....
DATE

.....
CHAIRPERSON / DIVISION HEAD

Approval:

.....
DATE **DEAN / ENVIRONMENT HEAD**

.....
 Name of Supervisor UT Number Telephone number
of Supervisor

For office use:

Request to create / extend positions:

New position number

Extend position number

Job family

Payroll:

Approval:

.....
DATE **HR PRACTITIONER**

Motivation for a fixed term contract in terms of the relevant legislation:

(Refer to Guidelines Regulating Fixed Term Appointments Longer than Three (3) Months)

1. If the employee will earn **below** the threshold, please complete **A, B1 and B2**
2. If the employee will earn **above** the threshold, please complete **B1 and B2**

A. Please indicate the justification for the appointment:

- The nature of the work is of a limited or definite duration.
- A replacement is required for someone who is temporarily absent from work.
- There is a temporary increase in the volume of work (which is not expected to extend beyond 12 months).
- The person is a non-citizen who is allowed to work for a defined period in terms of South Africa’s immigration laws.
- The position is externally funded for a limited period.
- The person who is to be appointed is a retiree.
- The person is a student or recent graduate who is employed in order to receive training or work experience.
- Employment for seasonal work.

B1. Please provide a motivation for the appointment:

B2. Please provide (or attach) a basic job description for the appointment: