



# Employment Equity Advisory Committee

## 1. Context

The Employment Equity Advisory Committee (EEAC) was established in terms of section 16 of the Employment Equity Act (EEA) no. 55 of 1998. The EEAC serves as the University's stakeholder committee to be consulted on a variety of matters regarding employment equity (EE) and promotion of diversity. Under this act, the various employee groups with which the University must consult should reflect the interests of:

- all occupational categories and levels in the workplace
- employees from designated groups
- employees who are not from designated groups

## 2. Composition of the EEAC

In order to comply with the provision of the EEA as stipulated above, an EEAC representative must be nominated or appointed for each faculty or central support services division and for any relevant stakeholder groups (e.g. unions and staff associations). The aim is to create a credible committee that unites all representative groups through participation, cooperation and partnership, and that deans or heads of divisions will consult from time to time on matters relating to EE and promotion of diversity in their faculty or division. It is proposed that the committee be constituted as follows:

- the Vice-Rector: Social Impact, Transformation and Personnel – chair
- the Chief Director: Human Resources and Strategic Initiatives
- the Manager: Employment Equity
- one representative from each faculty and each central support services environment
- one representative from the Lecturers' Association and one from every recognised union
- one representative from the Women's Forum
- one representative from the Office for Institutional HIV Co-ordination (OIHC)
- one representative from the Office for Students with Special Learning Needs (Disabilities) (OSSLN)
- one representative from the Training Committee
- one representative from the Staff Wellness Committee

## 2.1 Matters for consultation

Under section 16 a designated employer must take reasonable steps to consult with employee representatives who portray the full diversity of interests among the workforce concerned. The duty to consult with employee representatives is enforceable under the EEA, and the University may be required to undertake in writing that it will consult with employees within a specified period. The EEAC must be consulted and will gather information regarding the following matters:

## 2.2 Conducting an analysis

An EE barrier analysis (refer to the list of possible areas of employment barriers under 'The monitoring function of the EEAC', par. 2.5 below) must be conducted to identify employment barriers that adversely affect people from designated groups.

## 2.3 Preparation and implementation of an EE plan

An EE plan must be prepared and implemented to facilitate reasonable progress towards employment equity.

## 2.4 Functions and responsibilities of the EEAC

- Support the implementation of EE and the promotion of diversity within the University.
- Fulfil a consultative and monitoring function with regard to the implementation of the EE processes at the University, and initiate recommendations for policy adjustments as required.
- Maintain a focus on the development, review and extension of policies and strategies that affect EE and diversity with respect to all University staff.
- Strive to identify and eliminate all forms of discrimination within the University.
- Review the progress regarding EE and diversity goals against the plans, targets and recommendations that arise from reviews of University units.
- Advise the Vice-Chancellor, Senate and senior University management on the responsibilities, functions and initiatives of the Employment Equity Unit and the EEAC.
- Represent the different constituencies in broad matters identified in the EEAC's monitoring role.
- Report to constituencies on the progress made with matters discussed at EEAC meetings by referring to the official minutes of such meetings.
- Monitor and discuss the actual implementation of the EE plan.
- Monitor and evaluate the EE plan for the purpose of making quarterly reports to the Rector's Management Team (RMT) and Council.

## 2.5 The monitoring role of the EEAC

The EEAC monitors strategies and initiatives within the University that relate to EE, such as:

- recruitment, selection and placement, and promotions
- training and development of staff members from the designated groups
- mentorship programmes
- bursaries, scholarships and internships
- retention of employees from the designated groups

- diversity management initiatives
- reasonable accommodation for people with disabilities
- disputes about EE related issues
- EE related grievances
- EE related communication to all staff
- special EE related projects
- HIV/AIDS initiatives
- the identification of barriers in other policies, processes and practices
- amendments to existing EE plans and reports

## 2.6 Election and term of office of EEAC members

Members are elected by their faculty or central support services division, interest group or staff for a term of three years. Upon expiry of the term or resignation of a member the relevant interest group must nominate and appoint a new member.

## 2.7 Chairpersonship

The Rector delegated the management of the EEAC to the Vice-Rector: Social Impact, Transformation and Personnel, who will chair the EEAC. In the absence of the Vice-Rector: Social Impact, Transformation and Personnel the Chief Director: Human Resources and Strategic Initiatives will act as chair.

## 2.8 Secretary

The Manager: EE will act as secretary.

## 2.9 Quorum

A quorum consists of 50% plus 1 member.

## 2.10 Line of reporting

Through the Vice-Rector: Social Impact, Transformation and Personnel, the EEAC reports regularly on substantive and procedural EE matters to the Appointments Committee (Senate), the Rector's Management Team, the Institutional Forum and SU Council.

## 2.11 Modus operandi (general)

- The responsibility of driving the EEAC rests with the Vice-Rector: Social Impact, Transformation and Personnel.
- Each faculty representative on the committee must be appointed by the dean or the head of environment concerned.
- The representative's responsibility is to represent the environment and facilitate feedback to and from the EEAC.
- Four official meetings must be held every year, to be scheduled in the preceding academic year and submitted to the office of the Registrar for publication in the *SU Calendar*.
- Nominated members will serve for a term of three years.
- The agenda for meetings must be finalised in consultation with the chair before it is distributed to members.

- The office of the Manager: EE must provide secretarial support to the EEAC.
- The secretary is responsible for minutes and reports being sent to the relevant committees.
- The nominated members may raise any issues concerning employment, equity and diversity at EEAC meetings.
- Committee members should notify the EEAC secretary of agenda items they would like to include for discussion one week before the next EEAC meeting.

### **3. The role of the Manager: Employment Equity**

The role of the Manager: EE is to establish a long-term, integrated approach to EE and diversity at SU by developing the University's equity and diversity programmes, by assisting faculties and central support services divisions with developing appropriate strategies and by ensuring that the University complies with the EEA and related legislation. The Manager: EE is responsible for preparing and compiling the reports to be submitted to the Department of Labour.