

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 less than 12 months 12 months and longer

Foreigner: Yes No (If yes, please attach certified copy of passport and visa. Please add in your passport number below.)

Pensioner / older than 65 Yes No (If yes, please complete section B3)

Previously employed by Stellenbosch University? Yes No

UT Number Department/Division

UT Number is compulsory if the staff member is an existing employee.

Title Name Surname

Race Gender.....

Identity number or passport number if a foreigner)

Email address

Position number against which appointment must be made

Grade/Job Level against which appointment must be made

Job Title

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

Period of appointment:

From To

Remuneration:

(Remuneration in terms of this application means a person's Annual Salary or Monthly Salary only and NOT Cost to Company, which includes overhead costs, e.g. UIF, SDL, COIDA, etc).

(Note that the hours indicated below reflect the maximum number of hours per annum per personnel category)

Number of hours of appointment: Hours

(Only for part-time fixed term employees)

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

The HEMIS Personnel Categories and Programme Activities can be obtained from the Human Resources website by clicking on one of the choices below:

- HEMIS Personnel Categories
- HEMIS Programme Activities

Additional information regarding appointment

Recommendation:

.....
DATE

.....
CHAIRPERSON / DIVISION HEAD

Approval:

.....
DATE

.....
DEAN / ENVIRONMENT HEAD

Additional Approval:

.....

.....
Designation	Title	Date

Payroll:

Leave category:

Approval:

.....
DATE

.....
HR PRACTITIONER

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

(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**
3. If the employee is a pensioner/ older than 65, please complete **A, B1,B2 and B3**

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 pensioner/ older than 65.
- 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:

B3. Please motivate how this fixed term contract contributes to the capacity/capability development within the department/division.

Comments:

BASELINE HEALTH ASSESSMENT QUESTIONNAIRE

TO BE COMPLETED BY THE DEPARTMENT FOR THE RELEVANT POSITION (OR WHEN NEW VACANCY ARISES)

Department:

Job title:

Certain jobs that are of a high safety risk will have to have a medical examination as a condition of employment (fitness to work). Jobs where there is potential exposure to a hazard would need an examination before employment. Please therefore complete the **job activity description** below as accurately as possible.

The costs for baseline medical testing will be covered by the Occupational Health Unit within Campus Health Services.

NB: PLEASE ATTACH THE NECESSARY JOB DESCRIPTION TO THIS REQUEST FORM.

Job activity description			
Will this job require:	Yes	No	Details
an essential need for accurate colour vision or hearing? e.g. work with electrical wiring, laboratory work involving subtle colour change			
exposure to hazardous noise?			
clinical contact with patients, or contact with human blood, blood product or human tissue?			
specific physical demands? e.g. work at heights, entry into a confined space			
driving a University vehicle - transporting people or hazardous goods?			

food handling and the preparation of food?			
exposure to other hazards, e.g. rotating machinery, electric current?			
regular night work?			
work with hazardous chemicals, e.g. pesticides, organic solvents or other chemicals?			
work with radioactive compounds?			
work that may directly affect the safety of others?			
travelling abroad on University business (not including attendance at symposiums, conferences and seminars)?			
working with hazardous biological agents? e.g. viruses, bacteria, parasites			
working with animals or insects?			
working in unusual environmental conditions, or fieldwork?			
working with lasers or laser equipment?			
any other hazards?			