



Guidelines for Internal Joint Appointments

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Aim	Provides requirements and offers clarity regarding the expectations and guidelines that apply to the process of internal joint appointments.
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The core of the guidelines

Provides requirements and offers clarity regarding the expectations and guidelines that apply to the process of internal joint appointments.

1. Introduction

From time to time, the need arises for an employee's services to be performed in more than one environment. This document provides guidelines on how to make such appointments and clarifies the roles and responsibilities of all parties involved.

2. Application of the guidelines

These guidelines apply in the appointment of internal joint staff. It excludes the appointment of Residence Heads.

3. Definitions

Environments mean departments/faculties/divisions/schools of Stellenbosch University.

Internal joint appointments are appointments shared between two or more environments of the University (departments/faculties/divisions/schools). These guidelines do not apply to joint appointments between the University and an external party.

Internal joint appointment agreement means the written agreement between the environments who intend to make an internal joint appointment.

Primary appointment refers to the appointment of an employee at the agreed primary environment that will coordinate the management of leave, the work agreement, discipline, and performance of the employee.

Secondary appointment refers to all other appointments as stipulated in the internal joint appointment agreement.

4. Aim of the guidelines

The aim of this document is to establish guidelines for internal joint appointments.

5. Objectives of the guidelines

The objectives of these guidelines are the following:

- 5.1 Establish guidelines regarding the documentation that accompanies internal joint appointments.

- 5.2 Optimise the turnaround time of internal joint appointments.
- 5.3 Ensure that the guidelines for internal joint appointments are available to all employees who are involved in such appointments.
- 5.4 Set out the functions and responsibilities of the relevant environments, the HR Practitioner, and the HR Division regarding internal joint appointments.

6. Provisions

- 6.1 An employee must receive separate appointments based on the internal joint appointment agreement between environments.
- 6.2 Each appointment must be reported on in the different environments and separate line managers must be allocated.
- 6.3 Each environment will be responsible to manage the internal joint appointment linked to their respective environment, e.g., line manager changes and funding changes.
- 6.4 The primary line manager is responsible for the approval of leave and secondary line manager(s) must be informed.
- 6.5 Internal joint appointments can be managed, by agreement, for specific periods. The period of appointment may not be less than three (3) months.
- 6.6 Funding for each appointment can have multiple sources.

7. Process

7.1 Need identified for an internal joint appointment

- 7.1.1 Vice-Rector/Dean/Head of School identifies the need for a position.
- 7.1.2 Clarifies term of appointment, funding, primary and secondary department(s)/ faculty(ies), commencement date and submits a memorandum for the attention of the Chief Director: Human Resources, via the Human Resources Practitioner.
- 7.1.3 Recruitment process commences either via the advertising route or by submission of a request for direct recruitment.
- 7.1.4 If the position is to be advertised, the following should apply:
 - 7.1.4.1 Primary faculty/school drafts advertisement.
 - 7.1.4.2 If an academic position, the AAPC of the primary primary faculty/school must be constituted (with representation of the secondary environment).
 - 7.1.4.3 If a PASS position, the primary department/division constitutes an interview panel (with representation of the secondary environment).
 - 7.1.4.4 Shortlisting and interview process.
 - 7.1.4.5 Recommendation

- Approval of academic appointment via the ACS procedure, depending on the level of appointment.
- Approval of PASS appointment via Human Resources.

7.1.5 Request for direct recruitment

7.1.5.1 Vice-Rector/Dean/Head of School identifies the need for a position

7.1.5.2 Clarifies term of appointment, funding, commencement date, primary and secondary department(s)/faculty(ies) and submits a memorandum for the attention of the Chief Director: Human Resources, via the Human Resources Practitioner.

7.1.5.3 Approval for direct recruitment must be obtained in accordance with the stipulation in die Code for Employment Equity and Diversity (AP0050).

7.1.5.4 If an academic position, the AAPC of the primary faculty/school must be constituted (with representation of the secondary environment).

7.1.5.5 If a PASS position, the primary department/division constitutes an interview panel (with representation of the secondary environment).

7.1.5.6 An interview must be conducted with the identified candidate. Interview requirement can be waived if approved in the request for direct recruitment as per 7.1.5.3 above.

7.1.5.7 Recommendation

- Approval of academic appointment via the ACS procedure, depending on the level of appointment.
- Approval of PASS appointment via Human Resources.

7.2 Work agreement and performance management of internal joint staff

7.2.1 The annual work agreement should indicate the specific expectations of each one of the environments and signed by the employee, the primary line manager and the secondary line manager(s).

7.2.2 Performance appraisal should be jointly completed by the primary line manager and secondary line manager(s), recorded as one mark, and uploaded by the primary environment to the system.

7.3 Remuneration and Benefits

7.3.1 Increase based on primary environment's average, irrespective of secondary environment(s)' average.

7.3.2 Remuneration Policy's 90% minimum rule will be applied on each appointment.

7.3.3 Benefits, where applicable, will be managed per appointment.

7.3.4 Leave benefit is allocated to an employee and not per internal joint appointment. This means that the employee cannot receive more than the leave allocated for employees at a particular post level.

7.3.5 Tax calculations are managed across appointments to ensure correct balances for the employee.

8. Disputes arising from the internal joint appointment agreement

8.1 When disputes arise from the internal joint appointment agreement, it must be escalated within the faculty/schools/RC structures.

9. Supporting documents

Item No.	Name of Document	Status <i>(e.g. identified, in process or approved)</i>
AP0050	Code for Employment Equity and Diversity	Approved

10. Related documents

Item No.	Name of Document	Status <i>(e.g. identified, in process or approved)</i>