

## 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:**