

## 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 of appointment:** Hours .....

(Only for part-time fixed term employees)

**Remuneration:** .....

**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%

**Additional information regarding appointment**

**Recommendation:**

.....  
**DATE**

.....  
**CHAIRPERSON / DIVISION HEAD**

**Approval:**

.....  
**DATE**

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

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

**Additional Approval:**

.....

.....	.....	.....
Designation	Title	Date

**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:**

**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?			