

## CONDITIONS OF SERVICE FOR TEMPORARY STAFF

### 1. Appointments

Appointments are subject to the statutory provisions relating to the University. A staff member is appointed by the Council, subject to such delegated powers as may from time to time be allocated by the Council.

### 2. Duties

In addition to the other provisions contained in these conditions of service, the duties of a member of staff are as follows:

#### 2.1 Service

A staff member is expected to maintain a satisfactory standard of work at all times

#### 2.2 Outside work (applicable only to temporary full-time staff)

If a staff member wishes to undertake outside work of a continuous nature, this must be done in accordance with the prescriptions laid down by the Council.

#### 2.3 Confidentiality

The Employee confirms that he/she will at no stage, either directly or indirectly, use, publish, distribute, disclose or otherwise benefit from or gain any profit from, whether for his/her own benefit or for the benefit of another, any confidential information about the University and its business, unless specifically instructed by the University to do this.

The Employee agrees that upon termination of his/her service or at the request of the University he/she will immediately hand over to the University all documents and other items (including correspondence, minutes, memoranda and other documents and items of whatever nature), including all copies that came into the Employee's possession during his/her service at the University and which concerns the business of the University in any way.

#### 2.4 Compliance with rules for the orderly management and operation of the University

A staff member is subject to the disciplinary procedure and any other rules of the University as well as to the rules for the orderly management and operation of the University as determined from time to time by the Council.

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### **3. Remuneration Package**

The remuneration of a staff member, as well as any changes to it, is determined by the Council. The remuneration of a staff member is regarded as a confidential matter between the University and the member of staff.

### **4. Benefits**

Benefits may be changed from time to time by the Council. Such changes are deemed as being incorporated herein by means of references, as provided for in paragraph 7.

### **5. Termination Of Service**

#### **5.1 Suspension and dismissal**

The grounds upon which a staff member may be suspended or dismissed by the Council, as well as the procedures to be followed, are set out in the disciplinary procedure.

#### **5.2 Staff reduction**

The procedures to be followed by the Council in the case of staff reduction, as well as the benefits payable, as determined from time to time by the Council, are prescribed in the staff reduction procedures.

#### **5.3 Period of notice of termination of services**

Subject to the provisions of paragraph 5.1 the service relationship between a staff member and the Council may be terminated by mutual written notice based on the Basic Conditions of the Employment Act:

- one week when in service for six months or shorter
- two weeks when in service for longer than six months but shorter than one year
- four weeks (one calendar month) when in service for longer than one year.

### **6. Amendments of Conditions of Service**

The Council reserves the right to amend these conditions of service. Such amendments are noted in the Council Minutes, which are available for inspection.

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## 7. Incorporation By Reference

The items below are incorporated in the conditions of service document by reference and are available on request at the Human Resources Division.

- 7.1 Letter of appointment
- 7.2 Staff reduction procedure
- 7.3 Disciplinary procedure
- 7.4 Benefits
- 7.5 Regulations for outside work

## 8. Definitions

Unless the context otherwise indicates, the following terms have the following meanings:

<i>Calendar year</i>	A period from 1 January to 31 December.
<i>Calendar month</i>	A period from the first day of a calendar month to the last day of the same calendar month.
<i>Month</i>	A period from one day of the month up to the day preceding the day that numerically agrees with that day in the following month.
<i>Council</i>	The Council of Stellenbosch University.
<i>University</i>	Stellenbosch University.

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