

## *Memorandum*

**To the Faculty Deans and the Senior Directors**

<b>Date</b>	11 May 2021				
<b>Subject</b>	Employment Equity Processes				
<b>RC Head submitting the agenda item</b>	Vice-Rector: Social Impact, Transformation and Personnel				
<b>Action required from the Faculties</b> (mark with x)	Decision / Approval	Consultation	Discussion	Flag as risk item	For notification
		X			X
<b>Time required</b>	30 Minutes				
<b>Person(s) who will join the meeting</b>	Mr Sello Molapo, Mr Victor Mothobi, Prof N Koopman				
<b>Email of person joining the meeting</b>	<a href="mailto:sdm@sun.ac.za">sdm@sun.ac.za</a> ; <a href="mailto:vmothobi@sun.ac.za">vmothobi@sun.ac.za</a> ; <a href="mailto:nkoopman@sun.ac.za">nkoopman@sun.ac.za</a> ;				

Dear Colleagues

I am glad to communicate to you regarding your involvement in the Employment Equity (EE) processes of the University. I hereby wish to highlight the following important points.

### **1. Revised Employment Equity Plan**

Towards the end of 2020, the Rectorate adopted a new Employment Equity Plan for the next five years starting from 01 October 2020 until 30 September 2025. The revised plan confirms that employment equity is not just a mere external compliance prescript, but rather a manifestation of our shared belief that staff diversity is one of the key prerequisites for the future success of our University.

### **2. Employment Equity Targets**

The most significant amendment to the revised employment equity plan is the intensified focus on the setting of realistic targets and goals in order to accelerate the process of attracting staff from designated groups. The employment equity target for ACI is set at 55% by 2025. The Rectorate would like to communicate the importance of aligning the environment EE plans to the institutional EE plan in order to achieve the target by 2025.

### **3. Role of employment equity representatives**

The employment equity office has been requested to prioritise the strengthening of the role employment equity representatives in the appointment processes. EE representatives will be required to complete an independent report (**attached**) as a complementary report to the

standard recommendation report for appointments. The employment equity office will arrange workshops between April and May 2021 for line managers, human resources practitioners and employment equity representatives to ensure that all stakeholders understand their roles in the EE processes of the University. All Environments are required to appoint as many EE representatives as possible to participate in appointment committees. Names of employment equity representatives must be submitted to the Director Employment Equity by 31 May 2021.

#### **4. Revised recommendation report for appointment**

A revised recommendation report for appointments (**attached**) will be introduced in order to assist environments to capture the information required to enable monitoring and evaluation of appointments in line with the Code for EE and diversity. The EE office will conduct workshops on the revised recommendation report during April and May 2021.

#### **5. Monitoring and evaluation mechanism for employment equity**

Monitoring and evaluation mechanisms will be implemented to track progress regarding the achievement of targets by environments. The EE Office will submit bi-annual reports to the Rectorate, Appointments Committee of Senate, Employment Equity Advisory Committee and Transformation Committee about progress with achieving targets in all divisions. Environments are required to submit revised EE plans to the EE office by the end of June 2021.

Please contact the Director Employment Equity, Mr Sello Molapo at [sdm@sun.ac.za](mailto:sdm@sun.ac.za) should you require further information.

We thank you for your cooperation.

#### **Document(s) attached**

1. Revised employment equity plan 2020 to 2025
2. Role clarification for employment equity representatives
3. Independent report by employment equity representatives
4. Revised recommendation report for appointments



**Prof NN Koopman**

**Vice-Rector: Social Impact, Transformation and Personnel**