

Recruitment and Benefits Tool kit

Approved TUT Policies

It is important to understand why policies are put in place. Policies are developed to ensure that TUT management and staff members are clear as to their role, conduct and responsibilities in the University.

The university has over the years developed and drafted policies as guidelines to assist in both subjective and objective decision making of the University.

The majority of TUT policies can be found on MyPortal on the TUT website under TUT policies.

<http://sps/TUT%20Quality%20Management%20System/Document%20Library/TUT%20Policies.aspx>

Standard Operation Manual

Standards of Operating Manuals (SOM) are developed and implemented to ensure the quality and uniformity of work is produced.

Standards of operation become crucial in the Human Resource and Transformation environment since the merger in 2004. The SOM details the regularity recurring work processes that are to be conducted or followed within an organisation.

The manual is there to facilitate consistency in the recruiting, advertising, shortlisting, interviewing and verification of candidates among other standards. The SOM was developed to standardise HR process across all University campuses.

The Human resources and Transformation department develop the SOM and was adopted in March 2013.

STANDARD

OPERATING

MANUAL

HR PROCESSES

MARCH 2013

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A. RECRUITMENT

REQUEST TO FILL A VACANCY FORM

1. Request to appoint to be completed by line managers using the approved job profile.
2. Approved job profiles and post levels to be obtained from the Director OD.OD to sign off the job profile.
3. HRBP to check if the post is on the structure, SLE's exist and that the application form to advertise is duly completed and signed by the relevant signatories as indicated on the form.
Academics: DVC TLT to approve Jnr lecturer, Snr Lecturer, Section Head and HOD's
: DVC RIP to approve Professors and HOD/Associate Professors
Non Academic: Relevant DVC to approve
4. Advertisement to be compiled by HRBP using the job profile and in consultation with the line manager. Include as much relevant information as possible.
HRBP to engage with line manager with regard to interview and short listing dates and other logistics.
5. The draft advertisement must be referred to the line manager, for approval.
6. The approval together with a copy of the advertisement should be filed.

ADVERTISING

7. HRBP together with line decides whether the advertisement should be placed internally or externally or simultaneously.
8. Reference numbers ABC, A =internally, B = Nationally, C = Internationally.
9. Refer to addendum A for the process of placing an advertisement on the web for both internal and external positions
10. The external advert to be placed in the relevant media and websites via the approved agencies.
For posts of Prof and Associate Prof, CV template should be attached to the advert.
11. Running time for advertisements is one week and two weeks for specialized and senior positions.
12. Payment of the advert to be collated by Director's office.

SHORT LISTING

13. While the advert is running the HRBP should start arranging short-listings.
14. Prepare a spreadsheet for the A list for candidates meeting with all the requirements, a B list for applicants meeting with some requirements, and a C list for those who do not meet with the requirements.
The B list must also indicate which requirements are not met by the applicants by means of √, if he/she meets the requirement or x if he or she does not meet the requirements.
With the e-recruitment system in place files must be provided to the line manager within two days after the closing date of the advertisement.
15. HRBP to arrange the short listing meeting.

The HRBP to secure a date and venue with the Chairperson.

Invite relevant stakeholders 5 days prior to the short listing meeting (refer to the recruitment policy)

16. The short-listing file:
 - Short –listing schedule
 - Copy of an advert

- Confidentiality clause
 - Job profile
 - The A and B and C lists
 - EE status of the department.
 - Copy of CV's of Short-listed (A list).
 - CV's on B list to be taken with by Recruiting Officer.
 - For short listings of Associate Professors and Professors, the “guideline for the appointment of professors”, as well as the score sheets should be included.
 - Short-listing file to be submitted to the panel members at least 3 days before the short-listing.
17. Panel members (composition) : Refer to policy
 18. Panel for council appointments: The VC's office will advise on the panel composition.
 19. The selection of the external panelist is decided by the Chairperson.
 20. External panelist must only be given a gift of no more than R250 in value (in exceptional cases, reimbursement of external panel members and accommodation should be paid by recruiting department.
 21. Assessments to be done on request from the line manager.

INTERVIEWS

22. Refreshments to be arranged by the appointing department, HRBP to liaise with the department.
 - Invite your candidates by phone and e-mails - make follow –ups
 - Interview pack to be submitted to the panel members 3 days before the interview.
 - NEHAWU: Inform the secretary and copy all other executive members.
 - NTEU : Inform the secretary of the chairperson
 - Check with the panelists a day before to confirm their availability
 - Make travel arrangements for the candidates - using approved external service providers
 - Reimbursement occurs within a radius of 150km and more
23. Arrange Tele-conferencing and video conferencing through the telematics department.
24. The interview file:
 - a. Interview schedule
 - b. Confidentiality clause
 - c. Signed short listing schedule
 - d. Copy of an advert
 - e. CVs of shortlisted candidates
 - f. EE status of the department
 - g. Summary of A list
25. Never include the questions in the pack.
26. Compiling the interview questions: HRBP to consult with the Line Manager with regard to the selection of dimensions and HRBP will compile the questions. Job Profile will assist to compile questions. Technical questions should be allocated to the Line Manager.
27. Prior to the interview:
 - Prepare the candidates – put them at ease, explain the process, calm them down.
 - Let the panel discuss and allocate the questions and discuss the scoring process.
 - HRBP's are full members of the panel and should take part in the discussions and scoring.
 - Unions representatives have observer status
28. The scoring is on a 1 to 5 scale (refer to targeted selection process)

29. Panelists will be urged to take notes during the interviews to justify their scoring.
30. HRBP's should inform the panel about the type of questions that should not be asked.
31. Follow-up questions are allowed.
32. Consensus must be reached by the panel on the recommended candidate
33. Consensus should be reached by the panel whether a second or third candidate is appointable in the event that the first candidate does not accept the offer or if the reference checks are unacceptable.
34. Ensure that all panel members sign off the recommendation.
35. After the candidate has been recommended, reference and qualification checks should be conducted using the relevant service providers.
Internal candidates' qualification must also be checked.
TUT qualifications to be verified as well through Graduations Office.
36. Headhunting:

Headhunting should be done by all panel members.

CV's should be forwarded to the HRBP within two weeks for assessment of the CV's before the formal Interview session.

37. Work permits
HR to coordinate the process of work permit applications using the approved/contracted agent.
38. Accommodation:
 - refer to policy
 Relocation:
 - refer to policy

ADDENDUM A

INTERNAL ADVERTS/ EXTERNAL ADVERTS
<ul style="list-style-type: none"> • HRBP to have place adverts on the web. • Logon to my portal • Select vacancies • Add new (internal), • Sign in at the top right hand corner (external)
<ul style="list-style-type: none"> • Complete relevant information: post title, ref no, department and expiry date
<ul style="list-style-type: none"> • Attach file
<ul style="list-style-type: none"> • Save and close
<ul style="list-style-type: none"> • The advert will now appear on the website
<ul style="list-style-type: none"> • Request corporate communication to inform TUT staff per email of posts available on the intranet.

B. SALARY DETERMINATION AND OFFERS OF APPOINTMENT

1. External Appointments:

- The successful candidate will be offered a salary equal to first notch on the salary scale.
- Or equivalent of one salary notch more than the candidates current salary, whichever is the highest.
- The anniversary increment should be the same as the month of appointment.
- Counter offers can only be considered if the preferred candidates can provide proof of counter offer from another company/general increment from current employer.
- Compare salary based on total package

2. Internal Appointments:

- The successful candidate will be offered a salary equal to the first notch on the salary scale of the new post.
- Or one salary notch more than the candidates current salary, whichever is the highest.
- The month of the anniversary increment will remain the same.
- Candidates who are at higher post levels and are appointed at lower post levels shall be placed on the advertised post level and conditions of service.

The HRBP will determine the salary and submit it to Human Resources Managers/Director for approval.

3. Types of appointment offers

TUT has four types of offers of appointment

- Permanent Appointment : Employee receives full benefits [Refer to policy for further details]
- Fixed Term contract Appointment: Employee's term of appointment is clearly specified with an end date. It is more than a 12 months and the employee receives full benefits as well [Refer to policy for further details]
- Temporary Appointment : Employee is appointed for a specified period not exceeding 12 months. The employee only receives a salary notch and a reduced non pensionable allowance.
- Part-time Appointment: Contracts and approved submissions/spread sheets are received from line managers. The HR shared services centre is responsible for loading the employee's details on the system and forwarding the contract to the salaries department for implementation. We do not at this stage prepare letters and contracts for part-time appointments. HR retains copies of part-time contracts.

4. Salary determination

- Request a salary slip from the candidate. For internal staff, get the salary package.
 - If the candidate refuses to give you one, offer them the minimum notch.
 - Match the salary to our salary notch on the relevant post level. Then add one notch.
 - If the person negotiates, discuss with line manager and or DVC. Employee can negotiate up to one more salary notch, and further negotiation should be discussed with Director: Recruitment.
 - Salary offer to be approved by the HR Manager before the offer is made to the person.
 - Increment date for internal candidates placed in new positions should remain the same.
- SCARCITY ALLOWANCE
Refer to remuneration policy

C. PROBATION PERIODS

- Non Academic: Line Manager and Recruiting officer liaise with each other in terms of the probation period.
- Academic: HEDS together with Line Manager inform HR of the successful completion of the probation period.
- HRBP issues letters through line management
- HRD to inform employee of induction dates.

5. Package for New Employees

New employees will be provided with: all relevant documentation including a letter of welcome from the Executive Director: Human Resources and Transformation - refer to check list on new appointments/on boarding.

D. CAPTURING OF INFORMATION ON THE SYSTEM BY HR SHARED SERVICE CENTRE

Acquire post numbers from the HR Manager.

1. CAPTURING OF PERMANENT APPOINTMENT

- PBOP – Address : Capture the entire biographical data.
It is important to link the employee to the supervisor (for leave approval).
Field 1 dealing with the pension must be completed as well as field 2 dealing with all the funds [medical, group scheme as well as union membership] must be completed.
Complete the dependants field and save after verifying your information on the service record.

2. CAPTURING OF FIXED TERM APPOINTMENT

The same procedure used to capture the permanent appointment should be applied when loading data for the fixed term appointment. The only difference is that there will be an end date on the service record.

3. CAPTURING OF TEMPORARY APPOINTMENT

- PBOP – Address: The same procedure as capturing of permanent employee with the difference being on the appointment type. [e.g] for an employee on a PL9 (temporary) – Appointment Type will be 43 and the permanent employee's appointment type on a PL9 will be 42.
- The end date must be reflected on the service record.
- The employee does not contribute towards the pension and group scheme.
- The employees are obliged to contribute towards the agency fee/union membership (because they qualify for the general increase).

4. CAPTURING OF PART-TIME APPOINTMENT

- PAOP – Address : Load the biographical data on the system.
The appointment types will be as follows:

65 for an employee/lecturer who is employed externally. The employee shall contribute 25% tax and does not contribute towards the UIF.

67 for an employee who is not employed elsewhere. The employee does not pay tax and does not contribute towards the UIF.

66 for the student assistant who does not pay tax and does not contribute towards the UIF. [19 hours per week]

5. APPOINTMENT ADVICE TO SALARIES DEPARTMENT

- Complete the prescribed advice form and attach the banking details form [See attached documents]
- Ensure that the advice form is approved.
- Ensure that the salary stated on the advice correspond with the rank on the ITS system.
- Ensure that you fill in the correct details on the advice form.
- Ensure that all new employees submit their tax numbers.

E. FILING AND SCANNING

- All documents from the shared services centre must be forwarded to the Data Capturers for filing and scanning.

E. CHECK LIST: NEW APPOINTMENTS

E.1 HUMAN RESOURCES DEPARTMENT

1. DOCUMENTS TO BE ISSUED	DONE (PLEASE TICK)
1.1. Appointment letter	
1.2. Contract of appointment	
2. INDUCTION: INFORMATION TO BE PROVIDED	DONE (PLEASE TICK)
2.1. Medical Aid Schemes	
2.2. Pension Fund Scheme	
2.3. Group Life Assurance	
2.3.1. Spouse Group Life Assurance Form	
2.4. Employee Assistance Programme and a card	
2.5. EE Stats Form (disclosure: disability, gender & race)	
3. LOGISTICS TO BE CONFIRMED WITH LINE MANAGER	DONE (PLEASE TICK)
3.1. Parking	
3.2. Office	
3.3. Furniture	
3.4. Computer	
3.5. E-mail connection	

Signature: _____ Date: _____
 SNR/HR Officer Employee

E.2. LINE MANAGER

DEPARTMENTAL INDUCTION	DONE (PLEASE TICK)
1. Discussions around the job profile	
2. Broad TUT structure and history	
3. Departmental structure	
4. Working conditions	

Signature: _____ Date: _____
 Line Manager Employee

NB. This form is available in soft copy.

E.3 DOCUMENTS REQUIRED ON APPOINTMENT

These documents must be submitted by the new employee on appointment

- ID Copy
- Qualifications Certificates
- Marriage Certificates if applicable
- Medical Aid Membership Certificate (where applicable)
- Birth certificates
- Beneficiary forms

F.POST APPOINTMENT INTERVIEWS

- Post appointment interviews should be conducted three months after the appointment by the responsible HRBP
- The distant campus HRBP will be responsible for all post appointment interviews, copies of which should be forwarded to the responsible HR Manager.

G.ROLE OF THE DISTANCE CAMPUS HRBP'S

Recruitment:

- In the case of a position arising at the distant campuses which is not in the environment of the responsible HR Manager, the responsible HRBP will compile and place the advert, prepare the necessary documents and liaise with the distant campus HRBP with regard to organizing and attending short listings and interviews, depending on the level of the position. Thereafter, the relevant documentation will be forwarded to the responsible HRBP for further handling.
- In the case that a position arises in the environment of the responsible HR Manager, the distant campus HRBP together with the HR Manager will handle the entire recruitment process.
- The distant campus HRBP's will be responsible for post levels 9 and below.

F.TERMINATION OF SERVICES

F.1 RESIGNATIONS

1. Letter of resignation received from department, should be signed by the applicant and line manager.
2. HRBP acknowledges receipt thereof. Enters an end date immediately on service record, then inform medical aid and insert end date for medical on ITS. Send notification to funds like group life insurance and NTRF. Hand over withdrawal form –NTRF and clearance form to employee for completion.
3. Exit Interview Form:
The HRBP should immediately arrange exit interviews.
4. NTRF form: HRBP explains the form and options to the employee. Ensure that the form is completed, stamped and signed by HR, and sent (scan and email) together with a copy of the ID to NTRF.
5. Group life: if the person has a policy (Channel Life), he/she can continue with it. HRBP to give details of the broker from Channel Life to staff member to get advice on how to continue. Inform Group Life per e-mail of the resignation.
6. Pension fund - RFS: for former TNW staff members.
7. Group Life – Discovery Life: for former TNW staff members.
8. HRBP to issue withdrawal and clearance forms.
9. HRBP to explain benefits under UIF:
10. Forward leave and bonus calculations form to salary as an advice form, include copy of package and leave print outs.

F.2 DISMISSAL

1. HRBP receives written notification of dismissal from ER to process.
2. Take note of fraud cases where money is owed to TUT. ER in agreement with the employee will ensure that the money is deducted from the final salary.
3. The line manager to assist with completing of the clearance form.
4. Employee must complete the benefits form and the above resignation process follows.

F.3.DISABILITY

1. When an employee has been absent for a period exceeding 30 days due to ill health, the HRBP should immediately inform the fund.
2. The process for medical disability is initiated by the employee due to ill-health or through the recommendation of the medical practitioner.
3. HRBP should initiate a meeting between the employee and line manager to confirm that the employee is no longer in a position to perform his/her duties as part of the investigation. It is the responsibility of the employee to invite a representative to the meeting.
4. Employee requests medical disability in writing. Form to be sent to a doctor for evaluation.
5. Verification: doctor's report, leave records etc. should be provided to Human Resources to evaluate the case.
6. HR Officer should ensure that the disability process is explained to the employee according to the Disability Benefit Structure (in terms of the relevant Group Life and Pension Fund Schemes).
7. Whilst awaiting final decision from the fund, the recommendations together with the medical practitioner's report is forwarded to line manager first, then to Executive Director HR for approval. If approved, then 3 months sick leave is approved by TUT.

8. Thereafter, application for disability should be forwarded to the Administrator of the fund by employer within 14 days of receipt from employee (relevant doctor's reports to be attached).
9. During the first 3 months of absence, the member is entitled to his/her salary. The employer should ensure that contributions continue to be paid to the Fund.
10. During the period of disability assessment, the member will be on temporary disability period - the salary will still be received for the period of nine months.
11. Approval of permanent disability is the sole discretion of the pension and Group Life board of trustees.
12. In the case where the application is approved, the person may continue to be part of the medical aid. Conditions of a pensioner apply. Refer to the policy on medical aid.
13. In the case where the claim is declined, the member will be expected to return to his/her position.
14. The person has the option to resign due to "ill health", which is only done, if he/she does not want to go back to work. If you're 55 years one can take early retirement.
15. Line manager can also decide to redeploy the person to a post suitable for his/her condition.
16. Claim approved with specific end dates: end date to be put on system.
17. Claim approved, enter end date on ITS, normal exit process to be followed.

F.4.RETIEMENT

1. Human Resource Manager to obtain ITS retirement report to enable HRBP's to inform the staff members in writing 3 months prior to their retirement date, also inform line manager.(PAOPR – to be pensioned)
2. Request a quotation from relevant pension fund and Group Life (form to be completed) for the staff member and forward it to them.
3. Send the staff member the withdrawal form as well.
4. All former employees of TNG must be informed that they are turning 60 years and council will be informed that they should be retiring. They now have an option to motivate to council if they should not retire. Even academic staff will retire in the month they turn 60.
5. All former employees of TNG can be re-appointed on a further 2 year contract if approved by council. Employee to be informed of the decision of council. In September the process begins for everyone that retires in the following year. The relevant HRBP will do the retirement of these staff members. HRBP's officers to continue from the point of entry on ITS.
6. Person retires in the month that they turn 60. All academic staff effectively leave at the end of the term.
7. Pension must be stopped even if a new contract begins. The pension and Group Life will be paid out as an allowance thereafter until the end of the term.
8. The above retirement age of 60 is applicable until 31 December 2012.
9. Medical aid:
 - 8.1. Check if the person qualifies for medical aid subsidy after retirement
 - 8.2. Request written notice from the employee if they want to continue and inform salaries and the medical aid.
 - 8.3. If they staff member does not want to continue, stop medical aid on ITS and with the service provider.
 - 8.4. Inform Medical Consultant that the employee has retired.
9. Clearance form to be handed over with other documentation to salaries. A copy to be filed in the employee file.

10. Exit interview to be conducted with the employee. The form to be forwarded to OD. A copy to be filed in the employee file.
11. UIF: can be claimed only when the last salary has been paid and the employee no longer has an income.

F.5 DEATH

1. Consult with Director: Recruitment and Benefits, on the amount that can be advanced to the family for funeral arrangements. Usually R15 000 is acceptable, only if they belong to Group Life Insurance. Ensure that the money is paid to the relevant person, check for spouse or child on beneficiary form. The person accepting the money must sign an undertaking. Approval for payment must be granted by Director: Recruitment and Benefits.
2. Inform claimant of the documents required for the claim.
3. Money from G/Life is paid to TUT, salaries arranges for the transfer of the Group Life funds to the beneficiaries account.
4. Refer to policy on condolences for money available to the family.
5. Insert end date on ITS.
6. Request tax directive for leave payment.
7. Inform the relevant pension fund, Group Life Insurance and medical aid about the death case.
8. Advise salaries as soon as possible to stop the salary.
9. Line manager to assist with clearance certificate.

F.6 MEDICAL AID

1. The HRBP refers the incumbent to the medical aid specialist.
2. Capture new application on ITS on funds option. Use correct code.
3. Update employee's data on the system.
4. Ensure that the entry date of commencing on medical aid is loaded on join date field.
5. A date in advance can be used.
6. On screen of dependants and enter all relevant dependants as on application. Complete in full not only initials, ID and DOB.
7. New intergrater version of ITS, has a start and end date on dependents screen. It must be used for medical aid purposes.
8. If a person cancels his membership, put in end date at fund codes.
9. If a dependant is cancelled put an end date on new ITS version at dependant.
10. Dependants can no longer be deleted on the ITS system.
11. Never use the field OTHER in indicator field in dependants screen. Only use SPOUSE, CHILD OR ADULT, even if it is a cousin of the principal member. The field is used to determine a child's premium or adult premium and not to determine relation.
12. Relation field should be used to describe relation, e.g. son, daughter, partner, wife husband, grandson etc.
13. Always inform Service Provider on cancellation of membership or dependents, resignations, death, retrenchments etc.
14. On retirement the member must inform HR of continuation/discontinuation of medical aid as per policy.
15. Inform the Service Provider to transfer to pensioners billing and HR to prepare letter of continuation.
16. Obtain Accounts Receivable nr (AR) from Salaries. It is a reference number for the new pensioner for payment of premiums.

17. Open a file for the new pensioner.
18. Relevant HRBP's will do the Soshanguve pensioners.
19. Cancellation of membership/dependants should be done by the main member in writing indicating the last day of membership. Never cancel in arrears, members must give at least a month notice.

G. MEDICAL AID: PENSIONERS

1. For every staff member that retires refer to the retirement policy to establish the category within which the employee falls.
2. Request the member to give you a signed letter to indicate his continuation with the medical aid, especially when the member has to pay a portion of the contribution.
3. Inform Medical Aid Consultant of the date that the employee must be moved to the pensioners billing with effect from the date (day after retirement).
4. Inform Salaries of new pensioner and request a unique AR nr.
5. Write letter to pensioner stipulating his plan, dependants, premium, subsidy and AR nr.
6. Children over the age of 21 who are not full time students will be subsidized.
7. Open a file with the pensioner's details, address, telephone nr and letter for record purposes.
8. Please note the following for pensioners
 - No other dependants can be added at this point.
 - Medical aid plan cannot be upgraded, but can be downgraded, but will be subsidized on the current scheme.
 - Vitality is not subsidized.
 - Children over the age of 21 who are still full time students will change to adult dependant. Put an end date of the child on ITS and then create a new block for the adult premium.

Distant campuses HRBP will be responsible for all service benefits administration within their environments. For other environments they must refer to the relevant HR Manager.

END

TUT Benefits Documents

TUT offers specific benefits to their employees as part of their employment package thus to retain competent staff and also to enable the University to fulfil its goals stated in the University mission and vision.



JUNE 2012

REMUNERATION AND BENEFITS OFFERED TO TSHWANE UNIVERSITY OF TECHNOLOGY STAFF MEMBERS

It is the strategy of Tshwane University of Technology to reward its staff members, fairly in such a way that TUT attract and retain competent staff, to enable TUT to fulfil its goals stated in the Universities mission and vision.

A. REMUNERATION

It is the policy of TUT to pay its staff members an equitable and market-related remuneration.

Post levels

TUT uses the peromnes grading system to determine its post levels.

Basic Salary

A salary notch scale system is used with seven notches in the scale per post level. The notch is also used to calculate a staff member's service bonus and non-cash company benefits. The basic salary is equivalent to $\pm 60\%$ of a staff member's total package.

Cash benefits

The cash benefits of a remuneration package consists of the yearly service bonus, paid out in the birthday month, a medical allowance that is the same amount for all post levels as well as the non-pensionable allowance (NPA). The NPA includes the old housing subsidy and medical aid subsidy.

The NPA is the same amount for all staff on the same post level. Due to the fact that TUT is on a total remuneration package system and pay no subsidies, the old subsidies are included in the NPA for all staff members, if they belong to a medical aid or not.

STANDARD ALLOWANCES

These allowances are governed by approved policies as per guidelines below:

1. Associated Dean, Head of Department and Academic Section Head Allowances

Associate Dean, HOD and ASH is a designation post and not a substantive position and therefore an allowance is paid to the staff member in one of these posts. They can resign this designation but stay in his or her designated substantive post for example a post of a Professor

2. Standby allowance

This allowance is paid to technical staff as well as staff members who are required to remain on standby after hours. It is a statutory allowance.

3. Shift allowance

This allowance is paid to staff members who are required to work shifts. It is a statutory allowance.

4. Clothing allowance

A clothing allowance is paid to support staff members who have reasonable public exposure on account of the nature of their work, ex directorate marketing and all executive secretaries (post level 9) serving top management (post level 1 to 4)

5. Professional allowance

An allowance of 10% of the salary notch is paid to all secretaries of top management (post level 1 to 2)

6. Acting allowance

An acting allowance is paid to any staff member who acts in the capacity of Dean, Head of Department (academic), Sectorial head (academic) or any Senior support staff member, where such supervising staff member (post level 9 or higher) is absent from the workplace for a period of one month or longer.

NON-STANDARD ALLOWANCES (WITH NO APPROVED POLICY FOR TUT)

Since 2004, the non-standard allowances as listed below are no longer offered to newly appointed staff members.

1. Retention allowance

These allowances were paid to attract and retain competent staff in exceptional circumstances. It was done for the purpose of acquiring specialised competencies as well as to assist in achieving the employment equity targets in the management category.

2. Intermediate post level allowance

Technikon Pretoria had promotion post levels between post level 6 and 5. With the harmonizing of salaries, these post levels were taken away. These allowances were paid as a dispute settlement mechanism.

3. Petrol allowance

Allowance paid to staff of Recruitment and Advancement offices to enable them to purchase a car to do their travelling. This allowance is R30 000 p.a. taxable.

POLICY ON REMUNERATION

B. LEAVE BENEFIT

The annual leave of TUT is based on working days while the sick leave is based on calendar days.

Annual leave

Lecturing and research staff members' annual leave is 45 working days per annum of which 10 days may be accumulated to a maximum of 25 days.

Managements and support staff members annual leave is 35 working days per annum of which 10 days may be accumulated to a maximum of 25 days.

Sick leave

- A permanent staff members is entitled to 90 (ninety) calendar days sick leave with full pay in a cycle of three years and 90 (ninety) calendar days with half pay in a leave cycle of three years. The first cycle commenced on 1 January 2004.
- A staff member who has been employed for longer than 9 (nine) years is entitled to an additional 90 (ninety) calendar days with full pay, plus ninety (90) calendar days remunerated at half-pay. This cycle is repeated once every 9 years.

Maternity Leave

Maternity leave shall be granted to female staff members in terms of the provisions of the Basic Conditions of Employment Act. Maternity leave is four months of which three months are fully paid.

Study leave

Study leave may be taken for undergraduate and lectured, postgraduate studies on the principle of a day for a day, up to a maximum of ten (10) working days per annum (five from the employee and five from the employer)

Examination leave

A staff member is entitled to two days examination leave, one working day before the examination and one working day for the day of the examination itself.

Sabbatical leave

Permanent staff members may apply for sabbatical leave after 3 years of service for an approved master's degree or doctoral qualification, or for a recognized postgraduate professional qualification. A maximum time of 12 months will be granted.

c. STUDY BENEFITS (DISCOUNT AND GRANTS)

- Staff members and their dependant who are studying at TUT are exempted from paying tuition fees subject to the rules of the policy. Dependants are the staff members' children, spouse and life partner.
- Permanent staff members and their spouses will receive 100% while other categories of staff will receive pro-rated study discount.
- TUT will provide study grants to permanent staff members who wish to enrol for formal relevant courses with other tertiary institutions, provided that the envisaged course is not offered at TUT and that it is relevant to his/her position.

D. PARKING SPACE FOR STAFF MEMBERS

Available parking spaces are allocated to permanent staff members. This parking may be covered or open parking bays. The parking is rented to staff members at a very reasonable rate.

PENSION FUNDS

Staff members of TUT are currently on four different pension fund.

- a. The AIPF (Government pension fund). The fund is dormant and no new members are allowed to join this fund.
- b. The Sanlam pension fund, staff members from the old North West Technikon belong to this fund.
- c. Orion pension and provident funds. This fund is dormant.
- d. It is compulsory for all new permanent staff members to join the National Tertiary Retirement Fund (NTRF). The members contribute 8% of his or her pensionable salary (salary notch) and TUT contribute 16%.

The funds are made up of two portions, the pension fund and a risk benefit (group life insurance). The staff member's contributions of 8% go into his or her account at NTRF. From the employer contribution, 11.5% or 13.5% goes into the staff members account, 0,5% for to admin and 4% or 2% go towards the risk benefit.

On retirement, up to 33,3% of your investment may be paid out in cash and the rest as a monthly pension.

RISK BENEFIT STRUCTURES (as per pamphlet on risk benefits from the NTRF 201?)

Fixed Risk Benefit Structure
Applicable to members who joined the Fund prior to 1 September 2002 and who have not switched to the Flexible Benefit structure.
Should you belong to this category, you are given the opportunity once per annum to opt out of this category to the Flexible Risk Benefits structure.
Once you belong to this category, you are NOT allowed to move back.

<i>Fixed Risk Benefits</i>	
Current Benefits	Calculation
Death in Service	Lump sum = 3 x annual pensionable salary Pension = the greater of 40% of annual pensionable salary or the pension amount secured by your total accumulated funds. If no spouse, a children's pension (for a qualifying child only) of 10% per child of annual pensionable salary at date of death, up to a maximum of three children will be applicable.
Temporary Disability (Re-insured)	3 months 'waiting period Salary and Employer's contribution in respect of member, payable for a maximum period of 9 months' If the monthly benefit payable by the Insurer (Employer contribution and salary) were to exceed R22 500 per month, you will have to provide medical evidence of good health.
Permanent Disability	60% of pensionable salary in respect of all members who joined the NTRF prior to 1 December 1996. Members who joined the Fund after 1 December 1996 will be entitled to a benefit that is the lesser of 60% of pensionable salary or the expected pension secured by the member's total accumulated pension savings in the Fund as at date of disability.

Fixed Risk Benefit Structure

Applicable to all members who joined with effect from 1 September 2002 as well as members who opted out of the Fixed Benefits Structure.

Should you belong to this category, you are given the opportunity (once per annum) to increase or decrease your Risk Benefit cover. Should you amend your cover, it would impact on the multiple of pensionable salary payable (please refer to the detailed multiples based on age in the brochure) upon death or disability. Should you wish to increase your cover, you are obliged to undergo a pre-medical test.

The following schedule contains the Flexible death and disability multiples of an eligible member's annual pensionable salary on which the member contribution are based at the date of death or disability.

MULTIPLE OF ANNUAL PENSIONABLE SALARY		
Age Band	2% Option	4% Option
18 - 35	8,25	14,05
36 - 40	7,00	12,00
41 - 45	6,50	11,05
46 - 50	5,40	9,20
51 - 55	4,10	6,95
56 - 60	3,00	5,15
61 - 65	2,05	3,50

PLEASE NOTE

Maximum benefit: 2% option = if your lump sum benefit (excluding your fund credit) were to exceed R5 million, you will have to provide medical evidence of health. 4% option = if your lump sum benefit (excluding your fund credit) were to exceed R8,5 million, you will have to provide medical evidence of health.

Disability benefit: The total Rand value of the disability benefit calculated according to the schedule above, shall be reduced by 1,67% for each month the member's age exceeds:

1. 55 years, in case where the member's normal retirement age is 60 years; and
2. 60 years, in cases where the member's normal retirement age is 65 years.

HOW TO CALCULATE THE FLEXIBLE RISKS DISABILITY OR DEATH BENEFITS	
EXAMPLE A	EXAMPLE B
<ul style="list-style-type: none"> Annual Pensionable Salary : R100 000 Age band : 41 – 45 Category : 2% Total Benefit: R100 000 X 6,50 = R650 000	<ul style="list-style-type: none"> Annual Pensionable Salary : R250 000 Age : 51-55 Category : 4% Total Benefit : R250 000 X 6,95 = R1 737 500

Please note that only a lump sum benefit comprising the member's total accumulated pension savings in the Fund and the multiple of your salary are payable and no spouse's or children's pension. The said benefit should be applied by purchasing a pension outside the NTRF.

Options	Percentage of Pensionable Salary (Employer Contribution) to Purchase Death and Disability Benefits	Percentage of Pensionable Salary (Employer Contribution) towards Retirement Provision
Option 1	4% Benefit = multiples per age band plus the member's total accumulated pension savings in the Fund	11,5%
Option 2	2% Benefit = multiples per age band plus the member's total accumulated pension savings in the Fund	Should the employee elect this option, an additional 2% of pensionable salary will be allocated to the member's total accumulated pension savings in the Fund, therefore 13,5%

GROUP LIFE ASSURANCE: SANLAM SKY –CHANNEL (UNDERWRITTEN BY SANLAM)

(This is for those members that belong to NTRF, Orion and AIPF Pension funds)

Membership of TUT's group life assurance scheme is compulsory for all permanent staff members. TUT subsidises 50% of the contribution of a staff member to the approved group life insurance fund.

The group life assurance provides life and disability cover of four times the annual pensionable salary amount upon death or disability.

There is also a spouse assurance available for the staff members' at own account with no employers' subsidy. The cover for the spouse is one time the staff members' annual pensionable salary upon death or disability of the insured spouse.

Upon the Disablement of an Assured Life within 5 (five) years of his Normal Retirement Date, the Disability Benefit payable shall be the following percentage of the specified Disability Benefit:

5 years prior to Normal Retirement Date	100%
4 years prior to Normal Retirement Date	80%
3 years prior to Normal Retirement Date	60%
2 years prior to Normal Retirement Date	40%

1 year prior to Normal Retirement Date	20%
Within 1 year of Normal Retirement Date	0%

Staff members who were not members of the group life insurance scheme before the merger shall not be forced to join TUT's group life insurance scheme but may join at any time in the future. Existing members of the scheme are not allowed to resign from the scheme.

GROUP LIFE ASSURANCE: DISCOVERY LIFE (Underwritten by Discovery)

(This is for those members who belong to TUT pension fund)

Contributions: The employer pays 100% of the contributions. The group life assurance provides life and disability cover. Life cover of six times annual pensionable salary and disability as a pension of 75% of pensionable salary until pensionable age.

MEDICAL AID SCHEME

Membership to a medical aid scheme is not compulsory for staff members and TUT do not subsidise the staff member's contribution to the medical aid scheme. The subsidy is included in all staff members remuneration package irrespective if they belong to the medical aid or not.

TUT has three medical aid schemes available for its staff members and will deduct the medical aid contributions from their salaries. The schemes are Discovery Health, Bonitas and Resolution Health (Foundation plan only). If a staff member wishes to belong to other medical scheme, he or she may do so but will only receive tax benefit on tax assessment at the end of the tax year.

A medical aid consultant available on campus to help staff members with their medical aid needs.

QUALIFICATION IMPROVEMENT AWARD

Tshwane University of Technology award staff, in the form of a once-off bonus, for the improvement of their current level of qualifications either vertically (e.g from B Tech to M Tech) or horizontally (e.g. an additional master's degree or doctorate) if related to work.

This award applies only to permanent and fixed term (longer than one year appointment) staff members.

Award amount

Qualification Level	Proposed % of remuneration package
NQF 2-4 (Senior Certificate, Short courses and workplace certificates of at least one year duration)	4% (with minimum of R5000)
NQF 5-6 (M+1 – M+2 Certificates, Higher Certificates, Advances Certificates and Diplomas)	4% (with minimum of R5000)
NQF 7 (M+3 Diplomas and Degrees)	5%

NQF 8 (M+B-Tech and Honours Degrees)	6%
NQF 9 (Masters Degrees)	8%
NQF 10 (Doctoral Degrees)	10%

If a staff member obtains a horizontal qualification 50% of the award calculated shall be payable.

RELOCATION AND TEMPORARY ACCOMMODATION COST

RULES

1. GENERAL RULES

- Assistance with regard to the relocation and temporary accommodation costs will only be applicable to newly appointed staff members who are residents outside the metropolitan area of the learning site, at which the person is appointed. This is applicable to all new staff members who are appointed for a period longer than 12 months.
- The assistance also applies to serving staff who have been appointed or transferred to another TUT Campus outside their current campus metropolitan area.
- The relocation and temporary accommodation cost is applicable for use within 6 months of appointment, under exceptional cases, permission will have to be sourced from the Executive Director: Human Resources and Transformation.

2. MAXIMUM COSTS

- TUT will not incur or be liable for any costs which exceed the maximum amounts as prescribed in the TUT tariff list, which will be subject to annual review by the TUT finance committee.
- National appointees will be assisted with costs to cover furniture and household removal, travelling and temporary accommodation.
- International appointees will be assisted with costs to cover furniture and household removal, work permits, as well as travelling costs.

3. TRAVELLING COSTS

3.1 National appointees

- Reimbursement of travelling costs on appointment is calculated based on the distance between the previous domicilium and the learning site of appointment, multiplied by the current rate per kilometre, irrespective of the type of transport used.
- Reimbursement of travelling costs will be equal to the cost of a tourist class air ticket, in respect of the appointee, and if applicable the spouse, life partner, child and dependant.

3.2 International appointees

- Reimbursement of travelling costs will be equal to the cost of a tourist class air ticket, in respect of the appointee, and if applicable the spouse, life partner, child and dependant.
- Travelling costs from O.R. Tambo Airport will be calculated based on the distance between the airport and the learning site of appointment, multiplied by the current rate per kilometre, irrespective of the type of transport used.

4. TEMPORARY ACCOMMODATION

National Appointees

Subject to approval, by the Director: Recruitment and Benefit Administration, a new appointee (including dependants), may be temporarily accommodated, for a maximum period of 3 months, at the cost of TUT within the total cost restriction stipulated in the tariff list.

International appointees

Subject to approval by the Director: Recruitment and Benefit Administration, a new appointee (including dependants), may be temporary accommodated, for a maximum period of 3 months, within the total cost restriction stipulated in the tariff list.

MEDICAL TRAUMA INSURANCE

This insurance is not linked to the medical aid fund, but everybody who belongs to the medical aid also belong to this insurance. On their payslip is a separate deduction for this insurance of which TUT pays 50% of the contribution.

The insurance will pay out according to the rules of the policy. The insurer is Sanlam Group Benefits and the policy number is 12153483 X 8

TRANSPORT ALLOWANCE

Staff members from post level 9 and up, who are expected to use their private vehicles for business trips in order to carry out their duties, may arrange to structure their non-pensionable allowance or part of it as a transport allowance, to be able to get a tax deduction.

As from 1 March 2010 a logbook must be used in which details of business kilometres travelled are recorded, to enable you to determine the cost incurred that can be set off against a travel allowance. Kilometres travelled between your home and offices are presumed to be private kilometres. Refunds paid from TUT for business kilometres travelled will be paid out without deducting tax, but on tax assessment the amount will be added to your travel allowance and taxed accordingly.

During the tax year 80% (previously 60%) of your travel allowance will be subjected to employees' tax.

POST RETIREMENT BENEFITS

Retirement dates

It is the policy of Tshwane University of Technology that its staff members will retire at the age of 65 years , effective from 01 January 2013. Staff members from the former Technikons retained their conditions of services regarding retirement age.

Membership of the Medical aid fund

The University does not subsidise the medical aid premiums of pensioners, except that of staff members (pensioners) who have vested rights in lieu of their existing conditions of service at the time of the merger.

Staff members have to belong to the medical aid scheme for at least 5 years period to date of retirement to qualify for any medical benefit after retirement.

Medical benefits upon retirement of staff of the former Technikon Northern Gauteng

60% (sixty per cent) of the medical aid premiums of staff appointed before 1 June 2002 shall be subsidized when they retire at the age of 60 years.

The medical aid premium of staff appointed after 31 May 2002 shall not be subsidised when they retire.

Only dependents that are listed in the medical aid scheme as dependents of staff members shall be subsidized when those staff members retire.

Staff members may retire from the age of 55 years on the assumption that their medical aid contribution will be phased in.

AGE OF MEMBERS	APPOINTMENT BEFORE	APPOINTMENT AFTER
50	1 JUNE 2002	31 MAY 2002
55	60%	0%
56	60%	0%
57	60%	0%
58	60%	0%
59	60%	0%
60	60%	0%

Medical benefits upon retirement of staff of the former Technikon North-West

Staff members from the former Technikon North-West shall receive no subsidy for medical benefits when they retire.

Medical benefits upon retirement of staff of the former Technikon Pretoria

Staff appointed from 1 April 2000 shall, upon their retirement, receive no contribution to their medical aid premiums. Those employees should make their own proper provision for medical aid cover upon retirement.

The University shall subsidise 50% of the medical premiums of staff appointed after 1 August 1991 but before 1 April 2000.

The University shall pay the medical aid contributions in full of retired staff members who were appointed before 1 August 1991.

Only dependants who are listed in the medical aid scheme as dependants of staff members shall be subsidized when those staff members retire.

Staff members may retire from the age of 55 years, on the assumption that their medical aid contribution shall be phased in.

Age of members	Appointment before 31 July 1991	Appointment after 31 July 1991	Appointments after 31 March 2000
55	50%	0%	0%
56	60%	10%	0%
57	70%	20%	0%
58	80%	30%	0%
59	90%	40%	0%
60	100%	50%	0%

Members who have been declared medically unfit by the group life company and/or the pension fund shall be treated as if they have reached the age of 60, subject to the conditions in paragraph 3.4.1, 3.4.2 and 3.4.3

NTRF Pension Guarantee

This guarantee is only applicable on staff members who transferred their pension from the AIPF to the NTRF in 1994. NTRF guaranteed that a staff member that retire at the age of 60 years or older, will not be worse off at the NTRF that if he or she had stayed at the AIPF.

In short this means that at retirement date NTRF will give you a choice of a pension that is based on your investment in the pension fund or a pension that is worked out on the formule of the AIPF. You will find this formule in the fund statement that you receive yearly from NTRF.

If you choose the AIPF formule at retirement and there is a deficit in your account at the NTRF, TUT agreed to pay the difference to the fund.

END.

Pension Funds on Offer

Pension funds offered at the University differ as per individual needs of employee. The University subscribes to NTRF, Orion, TUT and GEPF. All these schemes have different benefits and processes that need to be followed.





The different scheme details are included in this booklet for more information.

 NTRF	 Orion Rules	 TUT Rules
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The rules for the Government Employee Pension Fund (GEPF) are in a booklet format. They are available at Human Resources.

Group Life Assurance

The University subscribes to Channel Life and Discovery Life for its life insurance covers. The Covers have different benefits, employees belonging to TUT Pension Fund will have Discovery Life as their Group Life Assurance Scheme, while those who belong to NTRF, GEPF and Orion will belong to Channel Life Assurance Scheme.

 Channel Life	 Discovery Life
Summary of benefits	
 Channel Life	 Discovery Life

Application Forms

Channel Life		Discovery Life	
 Assured Statement Disability	 Medical Certificate for Disability Claim	 Claimants Statement	
 Job Questionnaire	 Employer Statement		