

Human Capital Centres of Excellence

For any information sessions, workshops or training required contact L & D.

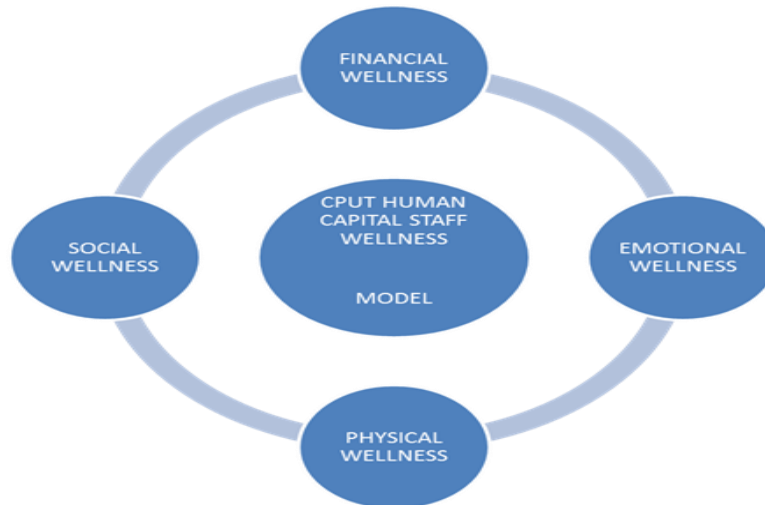
NB. *Each faculty and Administrative Support Department is allocated a Human Capital Business Partner.*

The following Human Capital Divisions:

- 2.2.1 *Talent Management*
- 2.2.2 *Learning and Development*
- 2.2.3 *Employee Relations*
- 2.2.4 *Human Capital Information Management*
- 2.2.5 *Employment Equity*
- 2.2.6 *Lifestyle and Wellness Management*
- 2.2.7 *Organisational Development (Performance Leadership - Climate, Culture, Team Cohesion)*
- 2.2.8 *Organisational Design (Remuneration and Benefits & Job grading)*

Staff Lifestyle and Wellness

The Staff Wellness Model is a four Dimensional Co-Sourced Model.



Emotional Wellness

Emotional Wellness is having a positive attitude, high self-esteem, a strong sense of self and the ability to recognize and share a wide range of feelings with others in a constructive way.

- coping with stress
- anxiety
- coping with loss of loved ones
- relationship issues
- conflict issues, etc.

For any further queries please contact Samukelisiwe Mbambo – Lifestyle & Wellness

Specialist: Tel: 021 460 9070 Email: mzeles@cput.ac.za

NB all staff Wellness matters are treated with strict confidentiality

Talent Management

The purpose of talent management is to strategically assist the institution to meet and achieve its current and future strategic and operational objectives and needs through consciously planned and systematic processes of identifying, attracting, selecting, developing, motivating and retaining talent with the requisite competencies. This prime goal will be achieved through amongst

others, strategic alignment to the institution's strategy, forecasting labour demand and supply, workforce planning, on time and on point talent acquisition etc.

Contact us

Seretse Moyo – Talent Manager

Tel: 021 953 6866

Email: moyos@cput.ac.za

Employment Equity

The purpose of the Employment Equity is to achieve equity in the workplace by promoting equal opportunity and fair treatment in employment through elimination of unfair discrimination and implementing affirmative action measures to redress the disadvantages in employment experienced by designated groups, in order to ensure equitable representation in all occupational categories and levels in the workforce. Employment Equity is governed by the Employment Act 55 of 1998 and the Employment Equity Amendment Act 47 of 2013.

In order for CPUT to achieve its EE targets and profile it is incumbent on each department to put in place an EE plan. To give effect to this all staff members are encouraged to be knowledgeable about the EE legislation and the procedures followed by CPUT in implementing the EE Plan. Together with the elected University Employment Equity Forum members (who are representatives of the faculties/executive departments) all staff should play an active role in the university achieving its employment equity targets.







Contact us







Lucina Reddy – Employment Equity Specialist: Tel: 021 460 3920








Email: reddylu@cput.ac.za







HUMAN CAPITAL DEPARTMENT






INFO/TEMPLATES

NR.	PROCESS	ATTACHMENT
1. APPOINTMENTS		
1.1	<p><u>Fixed Term Contracts (including requests for extensions)</u> Fixed term contracts iro replacement for staff on study leave, maternity leave, resignations/retirements while recruitment process is in progress.</p> <p>Please note:</p> <ul style="list-style-type: none"> • Completing a <u>Contract Request form</u> for appointment does not constitute a contract. • Persons should not be allowed to perform duties at CPUT without a valid contract in place. • Replacement candidates should meet the minimum requirements. <p><u>Supporting documentation required (Certified)</u></p> <ul style="list-style-type: none"> • CV • ID/Passport/Permit • Passport/Relevant Permit (where applicable) • Qualifications • Proof from SARS • CPUT banking form (attached) • Letter from the bank confirming the banking details 	 Contract Positions Form revised - May 21  New Banking Details form Tax No Incl.xls
1.2	<p><u>Appointment of Part-time Lecturers</u></p> <p><u>Supporting documentation required (Certified)</u></p> <ul style="list-style-type: none"> • CV • ID/Passport/Permit • Passport/Relevant Permit (where required) • Qualifications • Proof from SARS • Declaration form (If it is only source of income) • CPUT banking form (attached) • Letter from the bank confirming the banking details • Claim form should be submitted directly to the Payroll Office (See attached the work schedule for Payroll Officers per Alpha Allocation. <p>Please Note:</p> <ol style="list-style-type: none"> a) Part-time staff are NOT allowed to work more than 24 hours per month. b) All appointments must be approved by the Dean. 	 Appointment of Part-time staff.doc  New Banking Details form Tax No Incl.xls  Alpha Allocation Payroll.xlsx  Tariff list 2021.pdf

	<p>c) Staff should not exceed 65 years of age (unless in exceptional circumstances eg. Scare skills/dept's should proof the process that was followed.</p> <p>d) All part-time staff should at least have one qualification higher than the programme he/she is teaching on (if not having a Master's degree).</p> <p>e) Departments may advertise for part-time lecturers on CPUT website via HC BP.</p> <p>f) Permanent Staff who takes on additional part-time work at additional remuneration must have a full workload and have approval from his/her HOD (Both HODs signatures are required on the appointment form).</p>	
1.3	<p><u>Re-appointment of Retiring academics (Teaching Classes)</u></p> <ul style="list-style-type: none"> • Purpose is to allow retiring academics to conclude the academic programme by re-appointing them in the same position beyond retirement. • For a period until the academic programme is concluded however this arrangement shall not exceed a period of six (6) month. • Any requests for extension beyond six (6) would be on approval by MANCOM. 	 Contract Appointment - Re-apr
1.4	<p><u>Ad Hoc Appointments/Casual Claims</u> For the purpose of ad hoc claims (eg. Transcribing, Translating, Editing – not for lecturing).</p> <p><u>Supporting documentation required: (Certified)</u></p> <ul style="list-style-type: none"> • CV • ID/Passport/Permit • Passport/Relevant Permit (where required) • Qualifications • Proof from SARS • Invoice • Declaration form (confirming it is only source of income) • CPUT banking form (attached) • Letter from the bank confirming the banking details • Claim form should be submitted directly to Payroll 	 Casual Claim Form (ad hoc appointments)  New Banking Details form Tax No Incl.xls
1.5	<p><u>Appointment of Work Study Student Assistants/Tutors/Lab Assistants</u> (See Student Rates)</p> <ul style="list-style-type: none"> • CV • ID/Passport/Permit • Passport/Relevant Permit (where required) • Qualification • Proof from SARS • Proof of Registration • Declaration form (confirming if it is only source of income) • CPUT banking form (attached) • Letter from the bank confirming the banking details <p>Please note: In respect of Tutors/Teaching Assistants, a letter from Fundani Learning Centre confirming attendance of Specific Discipline Tutor Training/Teaching Assistant training</p>	 Appointment of Workstudy Students_T  Student Rates.pdf  New Banking Details form Tax No Incl.xls











1.6	<u>Appointment of Invigilators/Assessors/Moderators</u> <ul style="list-style-type: none"> • CV • ID/Passport/Permit • Passport/Relevant Permit (where required) • Qualification • Proof from SARS • Proof of Registration • Declaration form (confirmation ng if it is only source of income) • CPUT banking form (attached) • Letter from the bank confirming the banking details 	 Appointment Invigilator Moderator:  New Banking Details form Tax No Incl.xls
1.7	<u>Pay dates 2021</u> <ul style="list-style-type: none"> • Only submit documentation that is complete and correct • Kindly note that any late submissions will be processed with the next salary run. 	 Pay dates 2021.pdf
1.8	<u>Please take note of the following:</u> <ol style="list-style-type: none"> ALL appointments (renewals/extensions included) must have the required supporting documentation. All appointment forms must be signed by the HOD and the Dean. Please check all the required information for correctness. Eg. Job title, contract period (please refrain from using VARIOUS as period of employment, cost centre, TOTAL hours, job title, remuneration rate, correct tax numbers etc.. Please attached Passports/Study permits/Work permits (where applicable) Where appointment forms require approval/signing by the DVC/Executive Director, please ensure that you work within the stipulated timeframes so that duly signed documentation can still reach the HC BP by the stipulated submission dates. <u>Amendment of contracts:</u> Please amend the <u>initial contract</u>, clearly indicate what the amendment is for and the HOD must sign for the amendment. Please ensure that the amended hours are still within the 288 hours for the particular year. 	
2. RECRUITMENT AND SELECTION (VACANCIES ON THE ORG STRUCTURE)		
2.1	HOD to make submission to the Staffing Committee via the Dean. <ul style="list-style-type: none"> • Academic • Support • Staffing Committee Dates (2021) <ol style="list-style-type: none"> Full workload for the position and that of the department should be included HOD's will be invited to present the motivation to the Staffing Committee (on the day of the meeting) 	 Template - Motivation for filling c  Template - Motivation for filling c  Staffing Committee Meetings 2021 _ BP d:
2.2	<u>Talent Acquisition Form (TAF)</u> To be completed for the filling of a vacancy <u>Please note:</u> This information is used for drafting of the advert and should be accurate and correct	 Talent Acquisition form template _Revise












3. PROBATION																													
3.1	<ul style="list-style-type: none"> • Probation Review Form (Academic Staff) – 12 months • Probation Review Form (Support Staff) – 6 months <p>Purpose:</p> <ol style="list-style-type: none"> To give the employer an opportunity to evaluate the employee’s performance before confirming the appointment. At the end of the probation period, the line manager should provide HC with the outcome of the final review. HC will issue a letter confirming the permanent appointment/or extension of the probation 			 Probation Review form - Academic staff  Probation Review form - Support Staff_																									
4. PERFORMANCE MANAGEMENT																													
	<ul style="list-style-type: none"> • Performance Management Policy • Performance Agreement Template 			 PERFORMANCE AGREEMENT TEMPLA  Guide to write a Skills plan.docx																									
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National Sport Selection	10 days per annum without remuneration except for daily allowance to cover expenses)					
5.2	<p>Special leave: Should be done on-line.</p> <p>Please note: For Academic staff - A manual leave form iro Special Leave will only be accepted in cases where special leave periods overlap with academic recess periods. This recess periods are system generated and cannot be removed.</p>	 Special Leave notice - Newsflash 17 May				
5.3	<p>Study Leave</p> <ol style="list-style-type: none"> Applications via the HOD and Dean to the DVC. After confirmation from the Research Office, staff member to complete leave application form and attached supporting documentation Leave undertaking form Application is submitted to the DVC for approval Staff member will receive a letter from HC for the approval of study leave Staff member will pay for the replacement from his/her research funds <ul style="list-style-type: none"> 50/50 basis Actual term days Progress report to be submitted at the expiry of study leave period 	 Leave undertaking 2006 from EvZ.docx				
5.4	<p>Sabbatical Leave <u>Purpose:</u> Research or Industry placements</p> <ol style="list-style-type: none"> Applications for sabbatical leave for the following year must be submitted to the DVC: T & L before the end of the first semester of the previous year Sabbatical leave is subject to operational needs and granted only if the affected Department can make satisfactory arrangements for a substitute during sabbatical. After completion of sabbatical leave, employees must submit a report on their study/research/placement to the faculty research committee or relevant body. 	 SABBATICAL LEAVE POLICY - 2008.pdf  SABBATICAL LEAVE FORM (3) - via newsfl:				
<h2>6. TERMINATIONS</h2> <h3>(Resignations/Retirements/Deaths/Other)</h3>						
6.1	<p>Notice of Termination</p> <p><u>Academic Staff:</u> Not less than one term's notice, on or before the beginning of the term</p> <p><u>Support staff:</u> One Calendar month notice</p> <p>Departmental Secretaries and HOD's are responsible for collections of university assets on the last day of service</p>	 Notice of termination of employment form -				

7. POLICIES

(for any other CPUT/other HC related policies please visit our website at www.cput.ac.za
or contact your HR Business Partner)

7.1	Acting Allowance and Secondments (under review)	 ACTING ADDITIONAL RESPONSIBILITY AND
7.2	Ad Hominem Promotion a) Policy (under review) b) Application form	 Ad Hom Promotion_Ver June 2  Appendix A and B.pdf
7.3	Code of Conduct for University Staff	 CODE OF CONDUCT FOR UNIVERSITY STAFF
7.4	Employment Equity a) CPUT EE Plan (under review) b) EE plan (Oct 2019 until Sep 2022)	 CPUT EMPLOYMENT EQUITY POLICY -2008.  CPUT EE Plan Oct 2019 - Sep 2022.pdf
7.5	Employment of Family Members	 EMPLOYMENT OF FAMILY MEMBERS PO
7.6	Employee Relations Policy a) Grievance Process on Page 5 b) Disciplinary Process on Page 9	 EMPLOYMENT RELATIONS POLICY 20
7.7	Employee Wellness Guide	 employee wellness guide.pdf
7.8	Injury on Duty Procedure Injury on Duty Guidelines Update	 INJURY ON DUTY GUIDELINES UPDATE

7.9	Policy on Staff Formal Studies a) CPUT Staff Rebate Form b) UWC – CPUT Staff Rebate Form	 Formal Studies policy approved.pdf  2021 - Rebate form.pdf  UWC - CPUT - Staff Rebate Form 2021 (1)
7.10	Private Work	 Policy_Private Work - Final.pdf  Policy_Private Work - Final_form.pdf
7.11	CPUT Work Sharing Model for Academic Departments (Implementation Manual)	 Workload Manual_Worksharing
8. OTHER TEMPLATES/FORMS		
8.1	Human Capital Mancom Template for HC related matters to Mancom a) Mancom Meeting Dates - 2021	 HC - ManCom submission template -  Management Committee_2021 Mee
8.2	Job Description	 JOB DESCRIPTION -HC JEM 1 Template -
9. GENERAL		
	<p>Please Note: It is important for staff members to regularly update their personal information on the i-Enabler system and to submit supporting documentation to the HC BP.</p> a) Pension Nominee Form b) NTRF Nominee Form c) Nominee Form for Group Life Insurance d) Next of Kin Form	 PENSION NOMINEE FORM NOV 2012.pdf  NTRF PENSION NOMINEE FORM.pdf

		 <p>SANLAM NOMINATION FORM</p>  <p>6_Next of Kin.xls</p>
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