



**MEMORANDUM OF AGREEMENT ON PASS STAFF
REMUNERATION AND CONDITIONS OF EMPLOYMENT
AND RELATED MATTERS FOR 2015**

between

UNIVERSITY OF CAPE TOWN

(hereinafter referred to as the Employer)

And

UNIVERSITY OF CAPE TOWN EMPLOYEES' UNION

(hereinafter referred to as the Union)

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1. Preamble and Scope

This document records the agreement reached between the Employer and the Union in respect of remuneration and conditions of employment for employees in the Payclasses 6 to 12.

2. 2015 Increases

The following differentiated increases to the 2014 pay ranges will be applied with effect from 1 January 2015 with the 2015 ranges as further set out in appendix A for Exceeds Awards:

UCT Payclass	UCT STD Package 2014	60th Percentile	Compa to 60 th for 2014	2015 Increase Proposal	UCT STD Package 2015	Compa-ratio UCT for 2015 without 6.8% market move	Compa-ratio UCT for 2015 with 6.8% market move
6	176 479	171 480	103	7%	188 833	110	103
7	239 896	271 404	88	8,8%	261 007	96	89
8	273 260	281 364	97	7%	292 388	104	97
9	321 923	323 712	99	7%	344 458	106	100
10	406 792	421 752	96	7%	435 267	103	96
11	501 531	508 656	99	7%	536 638	106	99
12	681 115	672 660	101	6.8%	727 430	108	101

Staff currently paid above the standard package will receive increases of 6.2%.

Payclass 12 offer remains at 6.8% as moving to 7% would increase the compa-ratio to 102, whereas Payclass 6 compa ratio of 103 remains the same when the 7% increase is applied.

3. Medical Aid

The Employer will, together with the EU continue to explore alternatives in terms of medical aid service providers in terms of the current UCT decision making structures.

4. Study Leave, Research Leave and Family Responsibility Leave

4.1 The Employer agrees that up to 12 days study and examination leave may be granted in any one calendar year in total in the following two categories combined:

- Preparation purposes
- One day study and examination leave may be granted per examination in order to prepare for a written or oral examination, up to a maximum of 6 days. Up to 6 days study

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and examination leave will be granted to prepare written submission for formal examination where this submission is the main form of examination (e.g. PhD or Master's thesis).

Any further leave required must be taken as annual leave.

- 4.2 The Employer agrees that a maximum of 12 days per annum should be available for PASS staff studying towards a PhD (limited to 5 registered years) or Masters (limited to 2 registered years) degree and that this would require prior approval from the line manager for each year of study. This replaces the maximum of 6 days study and 6 days examination leave which totals to 12 days.
- 4.3 Family Responsibility leave is currently granted subject to the staff member providing, upon his/her return to work, proof in the form of a medical certificate, of the use of this leave for the purposes of looking after an ill member of the immediate family.

The Employer agrees to having a trial period of one year (1 January 2015 – 31 December 2015) where proof of illness will only be required for periods after the first 2 days (consecutive days or separate days of the allocated 5 days) of family responsibility leave and that a medical certificate will only be required for any day (s) beyond the two days taken irrespective of whether it is 1 or more.

5. Parking

In view of the continuing parking challenge, the Employer agrees to the following:

- 5.1 As a short term measure, the building of additional parking bays above the Educare Centre (where the old builder's rubble and compost yards are) to accommodate between 100 and 120 additional staff parking bays will commence around the middle of 2015 and be boomed off for use by staff only.
- 5.2. The Employer has limited post graduate parking (brown) discs to 100 and 80 blue student parking bays in P17 and P6 will be changed to brown bays, effectively freeing up 100 yellow bays and limiting post graduate students to P17 and P6
- 5.3 The employer recognises that the RED/YELLOW bay differentiation has run its course and needs to be reviewed with solutions tabled in 2015 after consultation with staff unions for possible implementation only in 2016.
- 5.4 Parking rates for 2015 will be same as 2014 plus CPI determined/finalised by the budget process.

6. Staff Tuition Rates

The Union's proposal on university access for staff dependants who meet the Academic entrance requirements but are not accepted, namely that the Employer review these

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applications and where possible reconsider placement of these applicants in their chosen field of study, will be supported for inclusion on the agenda of the Admissions Committee.

Appeals against the rejection of qualifying applicants will be fast-tracked via the DVC. The employer agrees to communicate this option to all staff and agrees, as part of the consultative meeting processes to analyse the associated data by end of April 2015 or soonest consultative meeting thereafter.

7. Personal Performance System (PPS)

The Employer, together with the Union undertook to review the PPS system in view of inputs of this nature as part of its annual review of the PPS system. In this context, UCT initiated the Employer of Choice Project which has been designed in a manner to deal with most of these issues inclusive of the following:

- Performance Management
- Leadership Development
- Succession Management
- Career Pathing
- Development of a Jobs Framework
- Identification of critical positions and scarce skills

The above includes Staff Development.

The proposal has been finalised through extensive consultation including all unions and a further round of consultation will follow over the next few months for implementation in 2015.

- 7.1 The Employer agrees that, where a line manager has not followed due process in conducting a performance assessment, this will result in the staff member being awarded a default A rating.
- 7.2 The Employer agrees that management at all levels across all areas of the university, will be reminded that PPS ratings and their link to discretionary bonus and exceeds awards are not determined by Faculty or Departmental Budgets.
- 7.3 A change to the process for 'Exceeds' awards where the Performance Review Consistency Committee of the Faculty or PASS department reviews applications for 'Exceeds' awards, and makes recommendations to the Central Committee for ratification. This change also includes the requirement that the Dean or ED concerned give feedback to the applicants and nominees;
- 7.4 The formulation of Terms of Reference for the various Consistency Review Committees, and the Appeals Committee. This change introduces the inclusion of a Dean or ED from another faculty or department on the Faculty or PASS departmental committees, as well as the inclusion of all Deans and EDs and Directors of Faculties and PASS departments and EU representatives on the Central Consistency Review Committee;
- 7.5 The role and outcome of the appeals tribunal has been confirmed as final.

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8. Job Evaluation

The Employer has developed a new system of Job Evaluation which has been implemented across the university. In terms of the new process, both the manager and the incumbent are part of the process and sign-off from both parties is required.

9. Employment Equity Plan and Transformation audit

- 9.1 The Employer agrees that Employment Equity Plans should be made available to the Union.
- 9.2 The Employer agrees that PASS staff members may already be assessor members of Faculty Boards and that the question of representation by two PASS staff members on Faculty Boards is to be referred to the Deans meeting for consideration.
- 9.3 The Transformation and Recruitment Offices are currently reviewing the targeted statements used in recruitment advertising and when and how they are used.

10. Succession Planning

The Employer initiated the Employer of Choice Project which has been designed in a manner to deal with most of these issues inclusive of the following:

- Performance Management
- Leadership Development
- Succession Management
- Career Pathing
- Development of the Jobs Framework
- Identification of critical positions and skills

The above includes Staff Development.

The proposal has been finalised through extensive consultation including all union and a further round of consultations will follow over the next few months for implementation in 2015.

11. UCT Disability Cover and Insurance

The Employer confirms that there is sufficient to cover staff disability and personal effects if an incident occurs while on UCT business



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12. UCT EDU-CARE

The Employer confirms that the UCT Edu-Care Committee will consider embarking on the development of a sliding scale to make it more affordable for parents with differential income and that any changes will only be considered from 2016 to enable parents to acclimatise to any sliding scale that may be introduced.


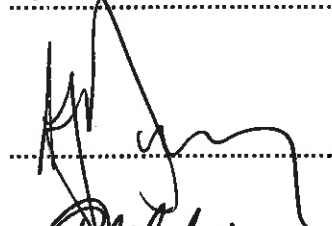


13. Extension of staff tuition rate to Cape Peninsula University of Technology and University of South Africa


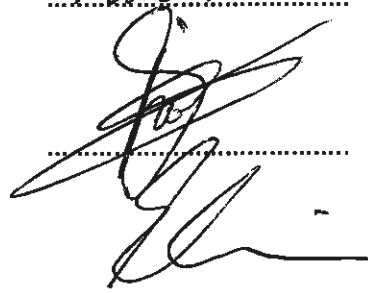

The employer agrees to investigate and do feasibility assessments on the extension of staff tuition rate to Cape Peninsula University of Technology and University of South Africa in order to facilitate the option for staff to apply for funding in part or in full.

Signed at **RONDEBOSCH** this 5th day of December **2014**

UNIVERSITY OF CAPE TOWN

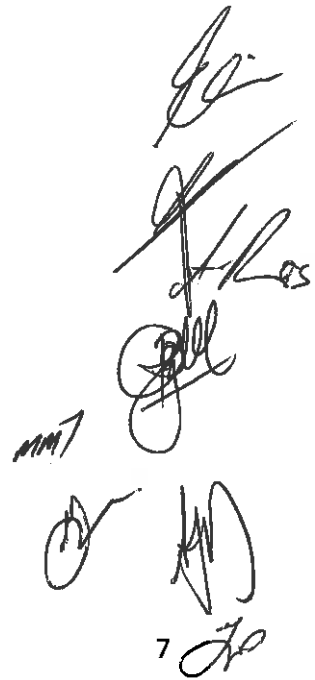
UCT EMPLOYEES UNION


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Appendix A

2015 Ranges								
Performance Category		7.00%	8.8%	7.0%	7.0%	7.0%	7.0%	6.8%
Exceeds 2	15% Above Std Pkg	28 325	39 151	43 858	51 669	65 290	80 496	109 115
	Range							
Exceeds 1	7% Above Std Pkg	13 218	18 270	20 467	24 112	30 469	37 565	50 920
	Range							
Lump sum	3% Above Std Pkg	5 665	7 830	8 772	10 334	13 058	16 099	21 823
Standard Package (A)	Maximum guaranteed	188 833	261 007	292 388	344 458	435 267	536 638	727 431
Guaranteed	3% Below Std Pkg	183 168	253 177	283 617	334 124	422 209	520 539	705 608
Category B	Range	183 167	253 176	283 616	334 123	422 208	520 538	705 607
Guaranteed		171 151	232 941	260 974	307 461	388 522	478 963	649 217
Category C	Range	171 150	232 940	260 973	307 460	388 521	478 962	649 216
Guaranteed		163 000	221 848	248 546	292 819	370 020	456 154	618 301



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