

# UNIVERSITY OF CAPE TOWN

## HR DELEGATED AUTHORITIES

### Notes

1. These authorities include those delegated and those retained by Council. They must be read together with the rules relating to the exercise of delegated authority. Where authority is delegated to an individual, the authority passes from the delegating authority to the designated officer through those officers that make up the line of responsibility between the two. It follows that the exercise of that authority may be referred to a superior officer in that line and that, if referred, the superior officer in the line may exercise the authority. (See also rule 5 for occasions when the authority is away from office.).
2. Executive-level responsibility for Human Resources rests with the Executive Director of Human Resources (EDHR); the Dean is accountable for human resource arrangements in the Faculty and the Executive Director / Registrar for a PASS department.
3. The Dean/ED/Registrar will ordinarily be required to see all proposals, but may delegate his/her responsibility for this to the Head of Department and/or the Faculty/PASS Finance Manager.
4. Where signing of letters is shown as EDHR or nominee, the Dean/ED/Registrar may ask to sign as the EDHR's nominee, but accountability for content of the letter rests with the EDHR.

### Rules relating to the exercise of delegated authority

1. Unless the Schedule specifically authorises this, an authority may not further delegate his/her authority.
2. An authority must ensure that :
  - a. the power is exercised within the scope of the delegated authority;
  - b. the power is exercised in accordance with University policies and statutory requirements, and that due process has been followed;
  - c. the direct and indirect financial consequences of his/her decision are covered by an approved budget (authority to act does not confer authority to make a new budgetary appropriation, or create an entitlement to space); and
  - d. there is no conflict of interest (if the authority is conflicted he/she must decline to exercise the authority delegated to him/her).
3. Monetary/time limits refer to the total amount/duration of the contract/lease/salary and, save where otherwise indicated, include VAT. A single contract may not be split into separate contracts to avoid the limitation imposed by any limit.
4. The signing authority may consult, where appropriate, relevant staff within the University before exercising the authority delegated to him/her.
5. Where an authority is away from office :
  - a. and a person has been appointed, in writing, to act in that position for the period of absence, the person appointed to act may exercise the delegated authority vested in that position (e.g., an acting VC may exercise the authority given to the VC, or an acting ED Finance may exercise the authority given to the ED Finance); or
  - b. if a person has not been appointed to act, the authority's line manager is deemed to have the authority (e.g. in the absence of the Registrar or the ED Finance, the VC may exercise authority delegated to either).
6. The Vice Chancellor may, in writing, delegate a specific authority to a Deputy Vice-Chancellor, except where the Council or the Senate as the case may be has expressly reserved the power to act to the Vice-Chancellor subject to any limitation that the Vice Chancellor may impose, and subject to the condition that the Vice-Chancellor may withdraw this delegation at any time.
7. The Council may confirm, ratify, vary or revoke any decision taken by an employee, subject to any rights that may have become vested as a consequence of the decision.

Category of Decision		Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters
<b>1.</b>	<b>COMPOSITION OF SELECTION COMMITTEES</b>						
<b>1.1</b>	<b>Selection committees for advertised posts</b>						
	1.1.1	Professor	HOD	EDHR or nominee	DEAN		PC
	1.1.2	All other academic posts	HOD	EDHR or nominee	DEAN		PC
	1.1.3	Senior staff (VC)	Chair of Council	EDHR or nominee	Council		PC
	1.1.4	Senior staff (DVC)	VC	EDHR or nominee	Council		PC
	1.1.5	Senior staff (Deans, EDs Registrar, Peromnes 2-3)	VC/DVC	EDHR or nominee	VC		PC
	1.1.6	Senior staff (Peromnes 4–5)	Dean/ED/HOD	EDHR or nominee	ED/DEAN		PC
	1.1.7	PASS posts pay class 9–12	Line Manager	EDHR or nominee	Line Manager		
	1.1.8	PASS posts pay class 1-8	Line Manager	EDHR or nominee	Line Manager		
	1.1.9	Pro-VC	DVC	EDHR or nominee	VC		PC
<b>1.2</b>	<b>Selection committees for appointments without advertisement (T2, perm)</b>						
	1.2.1	Academic posts	Dean	EDHR or nominee	DVC		PC
	1.2.2	Senior Staff (VC)	Chair of Council	EDHR or nominee	Council		PC
	1.2.3	Senior staff (DVC)	VC	EDHR or nominee	Council		PC
	1.2.4	Senior staff (Deans, EDs, Registrar, Peromnes 2-3)	VC/DVC	EDHR or nominee	VC		PC
	1.2.5	Senior staff (Peromnes 4-5)	ED/DEAN	EDHR or nominee	ED/Dean		PC
	1.2.6	PASS posts pay class 9-12	ED/DEAN	EDHR or nominee	ED/Dean		
	1.2.7	PASS posts pay class 1-8	ED/DEAN	EDHR or nominee	ED/Dean		
	1.2.8	Strategic appointments recommended by the VC	VC	EDHR or nominee	Chair of Senate Review Panel (DVC)		PC
	1.2.9	Pro-VC	DVC	EDHR or nominee	VC		PC

Category of Decision		Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters	
<b>2.</b>	<b>APPOINTMENTS – PERMANENT AND TEMPORARY</b>							
<b>2.1</b>	<b>Academic staff (permanent appointments and T2, including joint staff on UCT/WCG or UCT/NHLS conditions)</b>							
	2.1.1	Professor	Selection Committee	EDHR or nominee	VC/DVC	Dean or nominee chairs selection committee and DVC attends selection committee at interview stage.	PC	EDHR or nominee
	2.1.2	Associate Professor	Selection Committee	EDHR or nominee	DVC	Dean or nominee chairs selection committee	PC	EDHR or nominee
	2.1.3	Senior Lecturer	Selection Committee	EDHR or nominee	Dean (permanent) Dean or nominee (fixed term contract)	Dean or nominee chairs selection committee	PC	EDHR or nominee
	2.1.4	Lecturer & Assistant Lecturer	Selection Committee	EDHR or nominee	Dean or nominee	Dean or nominee chairs selection committee	PC	EDHR or nominee
	2.1.5	Deans and permanent Deputy Deans	Selection Committee	EDHR or nominee	Council	Deans and full time deputy deans only	PC	EDHR or nominee
	2.1.6	Principal Research Officer	Selection Committee	EDHR or nominee	Dean or nominee		PC	EDHR or nominee
	2.1.7	Chief Research Officer, Senior Research Officer and Research Officer	Selection Committee	EDHR or nominee	Dean or nominee		PC	EDHR or nominee
	2.1.8	Professor & Associate Professor Appointment Without Advertisement	Selection Committee	EDHR or nominee	VC or DVC		PC	EDHR or nominee
	2.1.9	Senior Lecturer, Lecturer, Assistant Lecturer Appointment without Advertisement	Selection Committee	EDHR or nominee	DVC		PC	EDHR or nominee
	2.1.10	Senior Scholars (post retirement appointment)	Dean	EDHR or nominee	DVC or VC (where CoE equal to or exceeds Professorial level)		PC	EDHR or nominee

Category of Decision		Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters
2.1.11	Senior Research Scholars (post retirement appointment)	Dean	EDHR or nominee	DVC (Research) or VC (where CoE equal to or exceeds Professorial level)		PC	EDHR or nominee
2.1.12	Academic Teacher	Selection Committee	EDHR or nominee	DVC			EDHR or nominee
2.1.13	Non-permanent Deputy Dean / Assistant Dean	Faculty Board	EDHR or nominee	Senate	Faculty Board recommends to Senate		EDHR or nominee
<b>2.2</b>	<b>Academic Staff – T1 contracts and shorter fixed term appointments</b>						
2.2.1	Visiting Professor or Visiting Associate Professor	HOD	EDHR or nominee	Dean	CV of Visiting Professor must accompany recommendation; appointment normally not more than one year; appointment approved at Dean level		EDHR or nominee
2.2.2	Professor, Associate Professor, Senior Lecturer, Lecturer, Assistant Lecturer	HOD	EDHR or nominee	Dean or nominee			EDHR or nominee
2.2.3	Teaching Assistant, Tutor, Demonstrator	Line Manager	EDHR or nominee	HOD / Deputy Dean			EDHR or nominee
2.2.4	Adjunct Professor or Adjunct Associate Professor	Selection Committee (of Faculty)	EDHR or nominee	Dean			EDHR or nominee
2.2.5	Research (academic) staff	HOD and Grant Holder	EDHR or nominee	Dean or nominee	T1, paid-on-claim and ad hoc appointments		EDHR or nominee
2.2.6	Non-permanent Deputy Dean / Assistant Dean	Faculty Board	EDHR or nominee	Senate	Faculty Board recommends to Senate		EDHR or nominee
2.2.6	Academic post retirement appointments	Dean/ED with support from line DVC	EDHR or nominee	DVC			EDHR or nominee
<b>2.3</b>	<b>Academic Staff – non-substantive appointments</b>						
2.3.1	Non-permanent Deputy Dean / Assistant Dean	Faculty Board	EDHR or nominee	Senate	Faculty Board recommends to Senate		EDHR or nominee

Category of Decision		Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters
2.3.2	Head of Department	Dean	EDHR or nominee	VC	Appointment ordinarily not less than 3 years and not more than 5 years	PC	EDHR or nominee
2.3.3	Acting HOD						
	<ul style="list-style-type: none"> <li>6 months or more</li> </ul>	Dean	EDHR or nominee	DVC responsible for academic staff matters		PC	EDHR or nominee
	<ul style="list-style-type: none"> <li>Less than 6 months</li> </ul>	HOD	EDHR or nominee	Dean		PC	EDHR or nominee
2.3.4	Acting VC	Chair of Council	EDHR or nominee	Council		PC	EDHR or nominee
2.3.5	Acting DVC	VC	EDHR or nominee	Council		PC	EDHR or nominee
2.3.6	Acting Dean, Registrar or ED	DVC	EDHR or nominee	VC		PC	EDHR or nominee
2.3.7	Honorary Professor and Honorary Associate Professor	Selection Committee	EDHR or nominee	VC		PC	EDHR or nominee
2.3.8	Honorary Senior Lecturer / Lecturer	HOD	EDHR or nominee	Dean		PC	EDHR or nominee
2.3.9	Honorary Research Associate	HOD		University Research Committee			Research Office
<b>2.4</b>	<b>Senior Staff - all appointments</b>						
2.4.1	Peromnes 1 – 3 (VC, DVC, Dean, ED, Registrar)	Selection Committee	EDHR or nominee	Council		PC and Council Rem Com	EDHR or nominee
2.4.2	Peromnes 4 – 5	Selection Committee	EDHR or nominee	VC or DVC	VC reports to Rem Com after event	PC and Council Rem Com	EDHR or nominee
<b>2.5</b>	<b>PASS Staff – permanent and T2 appointments</b>						
2.5.1	Pay classes 1 - 12	Selection Committee	EDHR or nominee	ED/Dean or nominee		PC for Pay classes 9--12	EDHR or nominee

Category of Decision		Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters	
	2.5.2	Wardens & Assistant Wardens	Selection Committee	EDHR or nominee	ED:DSA		EDHR or nominee	
<b>2.6</b>	<b>PASS Staff – T1 contracts and shorter term appointments</b>							
	2.6.1	Pay classes 1 – 12	Selection Committee/HOD or nominee	EDHR or nominee	Dean or ED's nominee or Academic HOD	T1, paid-on-claim and ad hoc appointments (excluding those made to students whose roles are linked to their studentship)	EDHR or nominee	
	2.6.2	Wardens & Assistant Wardens	Selection Committee	EDHR or nominee	ED:DSA		EDHR or nominee	
	2.6.3	Acting ED of PASS department	ED/DVC	EDHR or nominee	VC or Relevant DVC		EDHR or nominee	
	2.6.4	PASS post retirement appointments	Dean/ED with support from line DVC	EDHR or nominee	EDHR		EDHR or nominee	
<b>2.7</b>	<b>Motivations for appointments without advertisement</b>							
	2.7.1	Professor & Associate Professor	Dean	EDHR or nominee	VC or DVC		PC EDHR or nominee	
	2.7.2	Senior Lecturer, Lecturer, Assistant Lecturer	Dean	EDHR or nominee	DVC		PC EDHR or nominee	
	2.7.3	All levels of Research Officer	Dean	EDHR or nominee	DVC			
	2.7.4	Senior Staff (VC)	Chair of Council	EDHR or nominee	Council	Rem Com to recommend to Council	PC	
	2.7.5	Senior Staff (DVC)	VC	EDHR or nominee	Council	Rem Com to recommend to Council	PC	
	2.7.6	Senior Staff (Peromnes 2-3/Deans, EDs and Registrar)	VC/DVC	EDHR or nominee	VC	Rem Com to recommend to Council	PC	
	2.7.7	Senior Staff (Peromnes 4-5)	ED/DEAN	EDHR or nominee	EDHR	Report to Rem Com for noting	PC	
	2.7.8	PASS posts pay classes 9-12	ED/DEAN	EDHR or nominee	EDHR			
	2.7.9	PASS posts pay classes 1-8	ED/DEAN	EDHR or nominee	EDHR			

Category of Decision			Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters
	2.7.10	Strategic Appointments recommended by the VC	VC	EDHR or nominee	Chair of Senate Review Panel(DVC)		PC	
	2.7.11	Pro-VC	DVC	EDHR or nominee	VC		PC	
<b>3.</b>	<b>PROBATION AND CONFIRMATION OF APPOINTMENTS (Academic)</b>							
3.1		Professors and other staff where Dean is Reporting Officer	Dean or Committee of Review	EDHR or nominee	DVC or Committee of Review			EDHR or nominee
3.2		All other academic appointments (including other associate professorships)	HOD or Committee of Review	EDHR or nominee	DVC or Committee of Review			EDHR or nominee
<b>4.</b>	<b>ADDITIONAL WORK FOR UCT</b>							
<b>4.1</b>	<b>Additional Appointments</b>							
	4.1.1	All Faculty staff (Academic and PASS)	HOD	EDHR or nominee	Dean or nominee			EDHR or nominee
	4.1.2	Staff in PASS departments	HOD	EDHR or nominee	ED or nominee			EDHR or nominee
<b>4.2</b>	<b>Additional Salary Payments – Academic Staff – where budget allows this</b>							
	4.2.1	Less than R25 000	HOD or Budget Holder	EDHR or nominee	Dean or nominee			
	4.2.2	R25 000 - R100 000	Dean	EDHR or nominee	DVC responsible for academic staff matters			
	4.2.3	> R100 000 – R250 000	Dean	EDHR or nominee	DVC responsible for academic staff/VC			
	4.2.4	> R250 000	Dean	EDHR or nominee	DVC responsible for academic staff/VC reporting to Council Remuneration Committee			

Category of Decision		Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters
<b>4.3</b>	<b>Additional Salary Payments – PASS Staff – where budget allows this</b>						
4.3.1	Less than R25,000	HOD	EDHR or nominee	Dean/ED or nominee			
4.3.2	R25 000 - R100,000	Dean or ED	EDHR or nominee	EDHR			
4.3.3	> R100 000-R250 000	Dean or ED	EDHR or nominee	Relevant DVC with VC			
4.3.4	> R250 000	Dean or ED		Relevant DVC with VC reporting to Council Remuneration Committee			
<b>4.4</b>	<b>Additional Salary Payments – Senior Staff</b>						
4.4.1	Peromnes 4 – 5	Dean or ED	EDHR	VC	Report to Rem Com	Rem Com	
4.4.2	Peromnes 1 – 3	HOD	EDHR	Council Remuneration Committee	Report to Council	Council in annual Rem Com report	
<b>5.</b>	<b>SETTING OF SALARY RANGES</b>						
5.1	Academic staff	EDHR	EDHR	Relevant DVC with VC		Council	
5.2	PASS staff (Pay classes 1 – 12)	EDHR	EDHR	Relevant DVC with VC		Council	
5.3	Senior staff (Peromnes 1 – 5) (Pay class 13)	EDHR	EDHR	Council Remuneration Committee		Council	
<b>6.</b>	<b>SETTING INDIVIDUAL SALARIES AND ALLOWANCES</b>						
<b>6.1</b>	<b>Academic Staff</b>						
6.1.1	All academic ranks within ranges	HOD	Dean	Dean or nominee			EDHR or nominee
6.1.2	Above SASP for Professors	Dean	DVC responsible for academic staff matters	DVC responsible for academic staff matters with VC			DVC responsible for academic staff matters



Category of Decision			Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters
	6.1.3	Above SASP up to, and including, level of Associate Professor to COE at maximum of next rank	Dean	DVC responsible for academic staff matters	DVC responsible for academic staff matters			DVC responsible for academic staff matters
<b>6.2</b>	<b>PASS Staff</b>							
	6.2.1	Pay classes 1 – 12 up to standard package	HOD	EDHR	Dean/ED or nominee			EDHR or nominee
	6.2.2	Above standard package in pay classes 1 -11 to COE at maximum of next pay class standard package	HOD	EDHR	EDHR			EDHR or nominee
	6.2.3	Above standard package in pay class 12	Dean or ED	EDHR	Relevant DVC with VC			EDHR or nominee
<b>6.3</b>	<b>Senior Staff</b>							
	6.3.1	Peromnes 4 – 5	Dean or ED	EDHR	Relevant DVC with VC			EDHR
	6.3.2	Peromnes 3 (Dean/ ED)	DVC	Council Remuneration Committee	Council Remuneration Committee			VC
	6.3.3	Peromnes 2 (DVC)	VC	Council Remuneration Committee	Council Remuneration Committee			VC
	6.3.4	Peromnes 1 (VC)	Chair of Council	Council Remuneration Committee	Council Remuneration Committee			Chair of Council
<b>6.4</b>	<b>Head of Department/Deputy Dean Allowances on appointment</b>							
	6.4.1	Academic staff	Dean	DVC responsible for academic staff matters	DVC responsible for academic staff matters			EDHR or nominee
<b>6.5</b>	<b>Externally-funded Augmentations</b>							
	6.5.1	Dean	DVC responsible for academic staff matters	EDHR or nominee	VC	Report to Rem Com		EDHR or nominee

Category of Decision		Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters
	6.5.2	Staff other than Dean	HOD or Dean	EDHR or nominee	DVC responsible for academic staff matters		EDHR or nominee
<b>7. SALARY ADJUSTMENTS (outside negotiated agreements)</b>							
<b>7.1 PASS Staff</b>							
	7.1.1	Pay classes 1 – 12	Dean or ED	EDHR or nominee	EDHR or nominee		EDHR or nominee
<b>7.2 Senior Staff</b>							
	7.2.1	Peromnes 4 – 5	Dean or ED	EDHR	Relevant DVC with VC	Report to Rem Com	EDHR or nominee
	7.2.2	Peromnes 3 (Dean, ED)	DVC	Council Remuneration Committee	Council Remuneration Committee	Report to Council	VC
	7.2.3	Peromnes 2 (DVC)	VC	Council Remuneration Committee	Council Remuneration Committee	Report to Council	VC
	7.2.4	Peromnes 1 (VC)	Chair of Council	Council Remuneration Committee	Council Remuneration Committee	Report to Council	Chair of Council
<b>8. AD HOMINEM PROMOTIONS</b>							
<b>8.1 Academic Staff promoted to the rank of</b>							
	8.1.1	Professor, Associate Professor, Senior Lecturer	Faculty Promotions & Remuneration Committee	EDHR or nominee	VC		PC EDHR or nominee
	8.1.2	Principal Research Officer, Chief Research Officer, Senior Research Officer	Faculty Promotions & Remuneration Committee	EDHR or nominee	VC		PC EDHR or nominee

Category of Decision		Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters
8.1.3	(a) Clinical professor, clinical associate professor any other academic rank for Joint (WCG or NHLS) staff on UCT conditions of service  b) Any academic rank for Joint Staff on NHLS or WCG conditions of service	Faculty Promotions & Remuneration Committee	EDHR or nominee	VC and WCG or NHLS		PC	EDHR or nominee
Category of Decision		Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters
<b>8.2</b>	<b>Technical/Scientific Staff promoted to the rank of</b>						
8.2.1	Principal Tech/Sci Officer, Chief Tech/Sci Officer, Senior Tech/Sci Officer	Chair – Scientific & Technical Officers Promotion Committee	EDHR or nominee	Dean		PC	EDHR or nominee
<b>9.</b>	<b>LEAVE</b>						
<b>9.1</b>	<b>Academic Staff</b>						
9.1.1	Study & Research / Contact for VC		EDHR or nominee	Chair of Council		PC	EDHR or nominee
9.1.2	Study & Research / Contact for DVCs	VC	EDHR or nominee	VC in consultation with Council Remuneration Committee		PC	EDHR or nominee
9.1.3	Study & Research / Contact for Deans	DVC	EDHR or nominee	VC		PC	EDHR or nominee
9.1.4	Study & Research / Contact leave for all other academic staff	HOD and Dean	EDHR or nominee	DVC responsible for academic staff matters		PC	EDHR or nominee
9.1.5	Annual (other than January (and inclusive of 25 to 31 December of the preceding year)	Line Manager	EDHR or nominee	HOD or Dean if HOD; or DVC if Dean			

Category of Decision		Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters
	<b>9.1.6</b>	<b>Special Leave and Leave Without Pay</b>					
	9.1.6.1	Up to and including 5 working days	HOD	EDHR or nominee	HOD or Dean if HOD or DVC if Dean		
	9.1.6.2	6 – 15 working days	HOD	EDHR or nominee	Dean or nominee	Provided that Deans refer requests for special leave to the EDHR where the number of days special leave granted in a calendar year to an individual is greater than 180 days (for special payment arrangements)	
	9.1.6.3	More than 15 working days	HOD and Dean	EDHR or nominee	DVC	PC	EDHR or nominee
<b>9.2</b>	<b>PASS Staff</b>						
	9.2.1	Annual	Line Manager	EDHR or nominee	Line Manager		
	9.2.2	Long	Line Manager	EDHR or nominee	Line Manager		
	9.2.3	<b>Special Leave and Leave without Pay</b>					
		(a) Up to and including 15 working days	HOD	EDHR or nominee	Dean or nominee / ED		
		(b) More than 15 working days	HOD	EDHR or nominee	EDHR		EDHR or nominee
	9.2.4	Carry forward of expiring leave – all pay classes	HOD	EDHR or nominee	EDHR or nominee		EDHR or nominee
<b>9.3</b>	<b>General</b>						
	9.3.1	Sick Leave		EDHR or nominee	HOD		
	9.3.2	Maternity Leave	HOD	EDHR or nominee	HOD		
	9.3.3	Family responsibility leave exceeding BCEA allocation of 5 days	HOD	EDHR or nominee	EDHR		

Category of Decision		Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters
9.3.4	Carry forward of untaken sick leave from previous cycles and conversions from annual leave to sick leave, or half-pay sick leave to full-pay sick leave, or annual leave to sick leave	HOD	EDHR or nominee	EDHR			
<b>10.</b>	<b>RELOCATION EXPENSES</b>						
	Pay class 9 and above appointments		EDHR or nominee	EDHR or nominee			
<b>11.</b>	<b>TUITION FEE RATES FOR STAFF</b>						
	All applications		EDHR or nominee	EDHR or nominee	Special cases considered by VC		
<b>12.</b>	<b>CREATION OF NEW POSTS</b>						
	Academic or PASS	HOD	EDHR or nominee	Dean or ED	Dean/ED has authority within limits of budget		
<b>13.</b>	<b>GRADING OF POSTS</b>						
<b>13.1</b>	<b>PASS Posts</b>						
13.1.1	Pay classes 1 – 12	Organisational Design Specialist	EDHR	Chair of Job Evaluation Committee (DVC)			EDHR or nominee
<b>13.2</b>	<b>Senior Posts</b>						
13.2.1	Peromnes 4 – 5	Organisational Design Specialist	EDHR/Chair of Job Evaluation Committee	(VC)	Report to OpsMag and Rem Com	Council Remuneration Committee	EDHR or nominee
13.2.2	Peromnes 1 – 3	Organisational Design Specialist	EDHR/Chair of Job Evaluation Committee	Council Remuneration Committee	Report to Council	Council	EDHR or nominee

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<b>14.</b>	<b>REDUNDANCY, REDEPLOYMENT AND RETRENCHMENT</b>						
14.1	Approval of commencement of formal consultation	Dean/ED	Chair ERMC (EDHR)/ERMC	Chair ERMC (EDHR)/ERMC			Chair ERMC (EDHR)
14.2	Approval of disestablishment of post/s	Dean/ED	Chair ERMC (EDHR)/ERMC	Chair ERMC (EDHR)/ERMC			Chair ERMC (EDHR)
<b>15.</b>	<b>PERMISSION TO UNDERTAKE PRIVATE WORK</b>						
15.1	Academic and PASS	HOD	EDHR	Dean or ED			
15.2	Clinical (joint WCG/UCT) staff on UCT conditions	HOD	LPP and private/additional work committee	Dean after consultation with Hospital CEO			
15.3	Joint staff on UCT/NHLS staff	Private work not permitted					
<b>16.</b>	<b>TERMINATIONS (excluding end of contract)</b>						
<b>16.1</b>	<b>Standard Terminations</b>						
16.1.1	Standard terminations (resignation, normal and early retirement) of VC	Chair of Council	EDHR	Council		PC	EDHR or nominee
16.1.2	Standard terminations (resignation, normal and early retirement) of DVC	VC	EDHR	Council		PC	EDHR or nominee
16.1.3	Standard terminations (resignation, normal and early retirement) ED/Registrar	VC/DVC	EDHR	VC		PC	EDHR or nominee
16.1.4	Standard terminations (resignation, normal and early retirement) Professor and Associate Professor	HOD	EDHR	Dean		PC	EDHR or nominee
16.1.5	Standard terminations (resignation, normal and early retirement) All other academic staff and PASS staff	HOD/Line manager	EDHR	Dean or nominee/ED or nominee		PC	EDHR or nominee
16.2	Pre-early retirement	HOD	EDHR	EDHR (PASS staff) DVC (academic staff)		PC	EDHR or nominee

Category of Decision			Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters
16.3		Incentivised early retirement	Dean / ED	EDHR	Vice Chancellor, Remuneration Committee of Council		PC	EDHR, VC
16.4		Deferred retirement	HOD and Dean	DVC Academic	Vice Chancellor		PC	DVC, VC
16.5		Dismissal (misconduct, poor performance, ill health)	HOD	EDHR	EDHR		PC	EDHR
<b>17.</b>	<b>SEVERANCE AND SETTLEMENT PACKAGES (on retrenchment or in order to settle disputes)</b>							
17.1		In accordance with standard retrenchment formula up to R249,999	Line Manager	EDHR or nominee	EDHR or nominee			EDHR or nominee
17.2		In accordance with standard retrenchment formula in excess of R249,999 and up to R800,000	Line Manager	EDHR or nominee	EDHR			EDHR or nominee
17.3		In accordance with standard retrenchment formula in excess of R800,000	EDHR	EDHR or nominee	VC			EDHR or nominee
17.4		Settlement of up to R500,000	EDHR through ERMC	EDHR or nominee	EDHR	Council Remuneration Committee		EDHR or nominee
17.5		Settlement from R500,001 to R800,000	EDHR through ERMC	EDHR or nominee	VC	Council Remuneration Committee		EDHR or nominee
17.6		Settlement in excess of R800,000		EDHR or nominee	Council Remuneration Committee	Council Remuneration Committee	Council	EDHR or nominee
<b>18.</b>	<b>APPOINTMENT OF EMPLOYER TRUSTEES OF THE UCT RETIREMENT FUND (UCTRF)</b>							
		UCT/Employer Trustees of the UCT Retirement Fund	Vice-Chancellor's Management Advisory Group (VCMAG)	Vice-Chancellor's Management Advisory Group (VCMAG)	Council	Nomination of Employer Trustees as part of the UCTRF elections every three years	Council	EDHR or nominee