

# UNIVERSITY OF CAPE TOWN

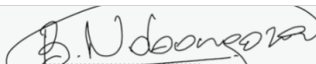
## HR DELEGATED AUTHORITIES

### 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 (ED:HR); 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 their responsibility for this to the Head of Department and/or the Faculty/PASS Finance Manager.
4. Where signing of letters is shown as ED:HR or nominee, the Dean/ED/Registrar may ask to sign as the ED:HR's nominee, but accountability for content of the letter rests with the ED:HR.

### Rules relating to the exercise of delegated authority

1. Unless the Schedule specifically authorises this, an authority may not further delegate their 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 their 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 Chief Financial Officer may exercise the authority given to the Chief Financial Officer); 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 together).
6. The Vice-Chancellor may, in writing, delegate a specific authority to a Deputy Vice-Chancellor or Chief Operating Officer, 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.

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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	ED:HR or nominee	Dean		PC
	1.1.2	All other academic posts	HOD	ED:HR or nominee	Dean	Academic includes research academic positions	PC
	1.1.3	Senior staff (VC)	Chair of Council	ED:HR or nominee	Council		PC
	1.1.4	Senior staff (DVC/COO)	VC	ED:HR or nominee	Council		PC
	1.1.5	Senior staff (Deans, EDs Registrar, Peromnes 2-3)	VC/DVC/COO	ED:HR or nominee	VC		PC
	1.1.6	Senior staff (Peromnes 4-5)	Dean/ED/HOD	ED:HR or nominee	ED/Dean		PC
	1.1.7	PASS posts pay class 9-12	Line Manager	ED:HR or nominee	Line Manager		
	1.1.8	PASS posts pay class 1-8	Line Manager	ED:HR or nominee	Line Manager		
	1.1.9	Pro-VC	DVC	ED:HR or nominee	VC		PC
	1.1.10	University Ombud	Chair of Council	ED:HR or nominee	Council		PC
<b>1.2</b>	<b>Selection committees for appointments without advertisement (T2, perm)</b>						
	1.2.1	Academic posts	Dean	ED:HR or nominee	DVC		PC
	1.2.2	Senior Staff (VC)	Chair of Council	ED:HR or nominee	Council		PC
	1.2.3	Senior staff (DVC/COO)	VC	ED:HR or nominee	Council		PC
	1.2.4	Senior staff (Deans, Eds, Registrar, Peromnes 2-3)	VC/DVC/COO	ED:HR or nominee	VC		PC
	1.2.5	Senior staff (Peromnes 4-5)	ED/DEAN	ED:HR or nominee	ED/Dean		PC
	1.2.6	PASS posts pay class 9-12	ED/DEAN	ED:HR or nominee	ED/Dean		
	1.2.7	PASS posts pay class 1-8	ED/DEAN	ED:HR or nominee	ED/Dean		
	1.2.8	Strategic appointments recommended by the VC	VC	ED:HR or nominee	Chair of Senate Review Panel (DVC)		PC
	1.2.9	Pro-VC	DVC	ED:HR or nominee	VC		PC

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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	ED:HR or nominee	VC	Dean or nominee chairs selection committee and DVC attends selection committee at interview stage. DVC signs in support of the recommendation.	PC ED:HR or nominee
	2.1.2	Associate Professor	Selection Committee	ED:HR or nominee	DVC	Dean or nominee chairs selection committee	PC ED:HR or nominee
	2.1.3	Senior Lecturer	Selection Committee	ED:HR or nominee	Dean (permanent) Dean or nominee (fixed term contract)	Dean or nominee chairs selection committee	PC ED:HR or nominee
	2.1.4	Lecturer & Assistant Lecturer	Selection Committee	ED:HR or nominee	Dean or nominee	Dean or nominee chairs selection committee	PC ED:HR or nominee
	2.1.5	Deans and Deputy Deans	Selection Committee	ED:HR or nominee	Council	Deans and full time deputy deans only	PC ED:HR or nominee
	2.1.6	Principal Research Officer	Selection Committee	ED:HR or nominee	VC where appointment is at academic rank of Professor / Dean or nominee where academic rank is lower than Professor	VC final authority does not apply to pay level, only academic rank	PC ED:HR or nominee
	2.1.7	Chief Research Officer, Senior Research Officer and Research Officer/Fellow	Selection Committee	ED:HR or nominee	Dean or nominee		PC ED:HR or nominee
	2.1.8	Professor, Associate Professor and Chief and Principal Research Officers Appointment	Selection Committee	ED:HR or nominee	VC (for Professorial level) or DVC		PC ED:HR or nominee

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Appointment Without Advertisement								
Category of Decision		Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters	
2.1.9	Senior Lecturer, Lecturer, Assistant Lecturer, Senior Research Officer, Research Officer and Junior Research Fellow Appointment without Advertisement	Selection Committee	ED:HR or nominee	Dean or DVC where the Dean had chaired the Selection Committee		PC	ED:HR or nominee	
2.1.10	Senior Scholars (post retirement appointment)	Dean	ED:HR or nominee	DVC or VC (where CoE equal to or exceeds Professorial level)		PC	ED:HR or nominee	
2.1.11	Senior Research Scholars (post retirement appointment)	Dean	ED:HR or nominee	DVC (Research) or VC (where CoE equal to or exceeds Professorial level)		PC	ED:HR or nominee	
2.1.12	Academic Teacher	Selection Committee	ED:HR or nominee	DVC			ED:HR or nominee	
2.1.13	Non-permanent Deputy Dean / Assistant Dean	Faculty Board	ED:HR or nominee	Senate	Faculty Board recommends to Senate	PC	ED:HR or nominee	

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<b>2.2</b>	<b>Academic Staff – T1 contracts and shorter fixed term appointments</b>						
2.2.1	Professor, Associate Professor, Senior Lecturer, Lecturer, Assistant Lecturer including Visiting Professor or Visiting Associate Professor	HOD	ED:HR or nominee	Dean	CV of Visiting Professor must accompany recommendation; appointment normally not more than one year; appointment approved at Dean level		ED:HR or nominee
2.2.2	Teaching Assistant, Tutor, Demonstrator	Line Manager or nominee	ED:HR or nominee	HOD / Deputy Dean or nominee			ED:HR or nominee
2.2.4	Research (academic) staff	HOD and Grant Holder	ED:HR or nominee	Dean or nominee	T1, paid-on-claim and ad hoc appointments		ED:HR or nominee
2.2.5	Non-permanent Deputy Dean / Assistant Dean	Faculty Board	ED:HR or nominee	Senate	Faculty Board recommends to Senate	PC	ED:HR or nominee
2.2.6	Academic post retirement appointments	Dean/ED with support from line DVC	ED:HR or nominee	DVC			ED:HR or nominee
<b>2.3</b>	<b>Academic Staff – non-substantive appointments</b>						
2.3.1	Non-permanent Deputy Dean / Assistant Dean	Faculty Board	ED:HR or nominee	Senate	Faculty Board recommends to Senate	PC	ED:HR or nominee
2.3.2	Head of Department	Dean	ED:HR or nominee	VC	Appointment ordinarily not less than 3 years and not more than 5 years	PC	ED:HR or nominee
2.3.3	Acting HOD						
	3 months or more	Dean	ED:HR or nominee	DVC responsible for academic staff matters		PC	ED:HR or nominee
	Less than 3 months	HOD	ED:HR or nominee	Dean		PC	ED:HR or nominee
2.3.4	Acting VC	Chair of Council	ED:HR or nominee	Council		PC	ED:HR or nominee

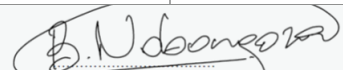
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2.3.5	Acting DVC	VC	ED:HR or nominee	Council		PC	ED:HR or nominee
2.3.6	Acting Dean, Registrar or ED	DVC	ED:HR or nominee	VC		PC	ED:HR or nominee
2.3.7	Honorary Professor and Honorary Associate Professor	Selection Committee	ED:HR or nominee	VC		PC	ED:HR or nominee
2.3.8	Honorary Senior Lecturer / Lecturer	HOD	ED:HR or nominee	Dean		PC	ED:HR or nominee
2.3.9	Honorary Research Associate and Honorary Research Affiliates	HOD		DVC R & I or ED: Research Office			DVC R & I or ED: Research Office
2.3.10	Adjunct Professor	Selection Committee (of Faculty)	ED:HR or nominee	DVC			ED:HR or nominee
2.3.11	Adjunct Associate Professor, Senior Lecturer or Lecturer	Selection Committee (of Faculty)	ED:HR or nominee	Dean			ED:HR or nominee
<b>2.4</b>	<b>Senior Staff – all appointments</b>						
2.4.1	Peromnes 1 – 3 (VC, DVC, Dean, ED, Registrar)	Selection Committee	ED:HR or nominee	Council		PC & Council Rem Com	ED:HR or nominee
2.4.2	Peromnes 4 – 5	Selection Committee	ED:HR or nominee	VC, DVC or COO	VC reports to Remuneration Committee of Council (RemCom) via annual Council report.	PC and Council RemCom	ED:HR or nominee
2.4.2	University Ombud	Selection Committee	ED:HR or nominee	Council	Administratively the VC informs RemCom officially when the recruitment has been completed and Council has approved the appointment.	PC and Council RemCom	ED:HR or nominee
<b>2.5</b>	<b>PASS Staff – permanent and T2 appointments</b>						
2.5.1	Pay classes 1 - 12	Selection Committee	ED:HR or nominee	ED/Dean or nominee		PC for Pay classes 9 -12	ED:HR or nominee
2.5.2	Wardens & Assistant Wardens	Selection Committee	ED:HR or nominee	ED:DSA			ED:HR or nominee

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<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	ED:HR or nominee	Dean or ED nominee or Academic HOD	T1, paid-on-claim and ad hoc appointments (excluding those made to students whose roles are linked to their studentship)		ED:HR or nominee
2.6.2	Wardens & Assistant Wardens	Selection Committee	ED:HR or nominee	ED:DSA or nominee			ED:HR or nominee
2.6.3	Acting ED of PASS department	VC/ED/DVC/COO	ED:HR or nominee	VC and RemCom for VC reports			ED:HR or nominee
2.6.4	PASS post retirement appointments	Dean/ED with support from line DVC/COO	ED:HR or nominee	ED:HR			ED:HR or nominee
2.6.5	Post retirement appointments for Peromnes 4-5	VC/DVC/COO/Dean/ED	ED:HR or nominee	VC			ED:HR or nominee
2.6.6	Post retirement appointments for Peromnes 2-3	VC	ED:HR or nominee	Council			ED:HR or nominee
<b>2.7</b>	<b>Motivations for appointments without advertisement</b>						
2.7.1	Professor & Associate Professor	Dean	ED:HR or nominee	VC or DVC		PC	ED:HR or nominee
2.7.2	Senior Lecturer, Lecturer, Assistant Lecturer and all levels of Research Officer	Dean	ED:HR or nominee	DVC		PC	ED:HR or nominee
2.7.3	Senior Staff (VC)	Chair of Council	ED:HR or nominee	Council	RemCom to recommend to Council	PC	
2.7.4	Senior Staff (DVC)	VC	ED:HR or nominee	Council	RemCom to recommend to Council	PC	
2.7.5	Senior Staff (Peromnes 2- 3 /Deans, EDs and Registrar)	VC,DVC/COO	ED:HR or nominee	Council	RemCom to recommend to Council	PC	
2.7.6	Senior Staff (Peromnes 4-5)	ED/DEAN with support from line DVC/COO	ED:HR or nominee	VC	Report to RemCom for noting	PC	
2.7.7	PASS posts pay classes 1 - 12	ED/DEAN with support from line DVC/COO	ED:HR or nominee	ED:HR			

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	2.7.8	Strategic Appointments recommended by the VC	VC	ED:HR or nominee	Chair of Senate Review Panel (DVC)		PC	
	2.7.9	Pro-VC	DVC	ED:HR or nominee	VC		PC	
<b>3. PROBATION AND CONFIRMATION OF APPOINTMENTS (Academic)</b>								
3.1		Academic appointments where the Dean is Reporting Officer	Dean or Committee of Review	ED:HR or nominee	DVC or Committee of Review			ED:HR or nominee
3.2		All other academic appointments	HOD or Committee of Review	ED:HR or nominee	DVC or Committee of Review			ED:HR or nominee
<b>4. ADDITIONAL WORK FOR UCT</b>								
<b>4.1 Additional Appointments</b>								
	4.1.1	All Faculty staff (Academic and PASS)	HOD	ED:HR or nominee	Dean or nominee			ED:HR or nominee
	4.1.2	Staff in PASS departments	HOD	ED:HR or nominee	ED or nominee			ED:HR or nominee
<b>4.2 Additional Salary Payments – Academic Staff – where budget allows this</b>								
	4.2.1	Less than R25 000	HOD	ED:HR or nominee	Dean or nominee			
	4.2.2	R25 000 - R100 000	HOD	ED:HR or nominee	Dean	Dean to provide quarterly reports to the DVC		
	4.2.3	> R100 000 – R250 000	DVC responsible for academic staff	ED:HR or nominee	VC			
	4.2.4	> R250 000	DVC	ED:HR or nominee	VC reporting to RemCom			





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<b>4.3</b>	<b>Additional Salary Payments – PASS Staff – where budget allows this</b>						
4.3.1	Less than R25 000	HOD	ED:HR or nominee	Dean/ED or nominee			
4.3.2	R25 000 - R100 000	Dean or ED	ED:HR or nominee	ED:HR			
4.3.3	> R100 000-R250 000	COO	ED:HR or nominee	VC			
4.3.4	> R250 000	COO		VC reporting to RemCom			
<b>4.4</b>	<b>Additional Salary Payments – Senior Staff</b>						
4.4.1	Peromnes 4 – 5	DVC/COO/Dean or ED	ED:HR	VC	Report to RemCom	Rem Com	
4.4.2	Peromnes 3		ED:HR				
4.4.2.1	Single Payments of up to R100 000	DVC/COO	ED:HR	VC	Report to RemCom	Council in annual RemCom report	
4.4.2.2	Cumulative Payments of up to R250 000	DVC/COO	ED:HR	VC	Report to RemCom		
4.4.2.3	Single Payments >R100 000	VC	ED:HR	RemCom			
4.4.2.4	Cumulative Payments> R250 000 )	VC	ED:HR	RemCom			
4.4.3	Peromnes 1 - 2	Line Manager	ED:HR	RemCom			
<b>5.</b>	<b>SETTING OF SALARY RANGES</b>						
5.1	Academic staff	ED:HR	ED:HR	Relevant DVC with VC		Council	
5.2	PASS staff (Pay classes 1 – 12)	ED:HR	ED:HR	COO with VC		Council	
5.3	Senior staff (Peromnes 1 – 5) (Pay class 13)	ED:HR	ED:HR	RemCom		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			ED:HR 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

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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	ED:HR	Dean/ED or nominee			ED:HR or nominee	
6.2.2	Above standard package in pay classes 1 -11 to COE at maximum of next pay class standard package	HOD	ED:HR	ED:HR			ED:HR or nominee	
6.2.3	Above standard package in pay class 12	Dean or ED	ED:HR	COO with VC			ED:HR or nominee	
<b>6.3</b>	<b>Senior Staff</b>							
6.3.1	Peromnes 4 – 5 Including non Executive Peromnes 3	Dean or ED	ED:HR	COO with VC			ED:HR	
6.3.2	Peromnes 3	DVC	RemCom	RemCom			VC	
6.3.3	Peromnes 2	VC	RemCom	RemCom			VC	
6.3.4	Peromnes 1	Chair of Council	RemCom	RemCom			Chair of Council	
<b>6.4</b>	<b>Head of Department/Deputy Dean Allowances on appointment</b>							
6.4.1	Academic staff	Dean	ED:HR or nominee	Dean			ED:HR or nominee	
<b>6.5</b>	<b>Externally-funded Augmentations</b>							
6.5.1	Dean	DVC responsible for academic staff matters	ED:HR or nominee	VC	Report to RemCom		ED:HR or nominee	

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	6.5.2	Staff other than Dean	HOD or Dean	ED:HR or nominee	DVC responsible for academic staff matters		ED:HR or nominee
<b>7.</b>	<b>SALARY ADJUSTMENTS (outside negotiated agreements)</b>						
<b>7.1</b>	<b>PASS Staff</b>						
	7.1.1	Pay classes 1 – 12	Dean or ED	ED:HR or nominee	ED:HR or nominee		ED:HR or nominee
<b>7.2</b>	<b>Senior Staff</b>						
	7.2.1	Peromnes 4 – 5 Including non Executive Peromnes 3	Dean or ED	ED:HR	Relevant DVC/COO with VC	Report to RemCom	ED:HR or nominee
	7.2.2	Peromnes 3	VC/DVC/COO	RemCom	RemCom	Report to Council	VC
	7.2.3	Peromnes 2	VC	RemCom	RemCom	Report to Council	VC
	7.2.4	Peromnes 1	Chair of Council	RemCom	RemCom	Report to Council	Chair of Council
<b>8.</b>	<b>AD HOMINEM PROMOTIONS</b>						
<b>8.1</b>	<b>Academic Staff promoted to the rank of</b>						
	8.1.1	Professor, Associate Professor, Senior Lecturer	Faculty Promotions & Remuneration Committee	ED:HR or nominee	VC		PC ED:HR or nominee
	8.1.2	Principal Research Officer, Chief Research Officer, Senior Research Officer	Faculty Promotions & Remuneration Committee	ED:HR or nominee	VC		PC ED:HR or nominee

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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	ED:HR or nominee	VC and WCG or NHLS		PC	ED:HR or nominee	
<b>8.2</b>	<b>Technical/Scientific Staff promoted to the rank of</b>							
8.2	Principal Tech/Sci Officer, Chief Tech/Sci Officer, Senior Tech/Sci Officer	Chair – Scientific & Technical Officers Promotion Committee	ED:HR or nominee	DVC responsible for academic staff matters		PC	ED:HR or nominee	
<b>9.</b>	<b>LEAVE</b>							
<b>9.1</b>	<b>Academic Staff</b>							
9.1.1	Study & Research / Contact for VC		ED:HR or nominee	Chair of Council		PC	ED:HR or nominee	
9.1.2	Study & Research / Contact for DVCs	VC	ED:HR or nominee	VC in consultation with RemCom		PC	ED:HR or nominee	
9.1.3	Study & Research / Contact for Deans	DVC	ED:HR or nominee	VC		PC	ED:HR or nominee	
9.1.4	Study & Research / Contact leave for all other academic staff	HOD and Dean	ED:HR or nominee	DVC responsible for academic staff matters		PC	ED:HR or nominee	
9.1.5	Study and Research Leave for Research staff	Line Manager via Dean	ED:HR or nominee	DVC responsible for research		PC	ED:HR or nominee	
9.1.6	Annual leave	Line Manager	ED:HR or nominee	Line Manager				

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	<b>9.1.6</b>	<b>Special Leave and Leave Without Pay</b>					
	9.1.6.1	Up to and including 15 working days	Line Manager	ED:HR or nominee	Line Manager		
	9.1.6.2	More than 15 working days	HOD and Dean	ED:HR or nominee	DVC	PC	ED:HR or nominee
<b>9.2</b>	<b>PASS Staff</b>						
	9.2.1	Annual	Line Manager	ED:HR or nominee	Line Manager		
	9.2.2	Long	Line Manager	ED:HR or nominee	Line Manager		
	9.2.3	<b>Special Leave and Leave without Pay</b>					
	9.2.3.1	Up to and including 15 working days	Line Manager	ED:HR or nominee	Line Manager		
	9.2.3.2	More than 15 working days	Line Manager and Dean/ED	ED:HR or nominee	ED:HR		ED:HR or nominee
	9.2.4	Carry forward of expiring annual leave – all pay classes	Line Manager	ED:HR or nominee	ED:HR or nominee		ED:HR or nominee
<b>9.3</b>	<b>General</b>						
	9.3.1	Sick Leave	Line Manager	ED:HR or nominee	Line Manager		
	9.3.2	Parental (Primary) Leave	Line Manager	ED:HR or nominee	Line Manager		
	9.3.3	Family responsibility leave exceeding UCT allocation of 5 days	Line Manager	ED:HR or nominee	ED:HR or nominee		

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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	Line Manager and Dean/ED	ED:HR or nominee	ED:HR or nominee			
<b>10.</b>	<b>RELOCATION EXPENSES</b>						
	Pay class 9 and above appointments		ED:HR or nominee	ED:HR or nominee			
<b>11.</b>	<b>CREATION OF NEW POSTS</b>						
	Academic or PASS	HOD	ED:HR or nominee	Dean or ED	Dean/ED has authority within limits of budget		
<b>12.</b>	<b>GRADING OF POSTS</b>						
<b>12.1</b>	<b>PASS Posts</b>						
12.1.1	Pay classes 1 – 12	Organisational Design Specialist	ED:HR	Chair of Position Evaluation Committee (COO)			ED:HR or nominee
<b>12.2</b>	<b>Senior Posts</b>						
12.2.1	Peromnes 4 – 5	Organisational Design Specialist	ED:HR/Chair of Position Evaluation Committee	(VC)	Report to OpsMag and RemCom	Council Rem Committee	ED:HR or nominee
12.2.2	Peromnes 1 – 3	Organisational Design Specialist	ED:HR/Chair of Position Evaluation Committee	RemCom	Report to Council	Council	ED:HR or nominee

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Category of Decision		Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters
<b>13.</b>	<b>REDUNDANCY, REDEPLOYMENT AND RETRENCHMENT</b>						
13.1	Approval of commencement of formal consultation	Dean/ED/DVC/VC	Chair ERM C (ED:HR)/ERM C	Chair ERM C (ED:HR)/ERM C			Chair ERM C (ED:HR)
13.2	Approval of disestablishment of post/s	Dean/ED/DVC/VC	Chair ERM C (ED:HR)/ERM C	Chair ERM C (ED:HR)/ERM C			Chair ERM C (ED:HR)
<b>14.</b>	<b>PERMISSION TO UNDERTAKE PRIVATE WORK</b>						
14.1	Academic and PASS	HOD	ED:HR	Dean or ED			
14.2	Clinical (joint WCG/UCT) staff on UCT conditions	HOD	LPP and private/additional work committee	Dean after consultation with Hospital CEO			
14.3	Joint staff on UCT/NHLS staff	Private work not permitted					
<b>15.</b>	<b>TERMINATIONS (excluding end of contract)</b>						
<b>15.1</b>	<b>Standard Terminations</b>						
15.1.1	Standard terminations (resignation, normal and early retirement) of VC	Chair of Council	ED:HR	Council		PC	ED:HR or nominee
15.1.2	Standard terminations (resignation, normal and early retirement) of COO/DVC	VC	ED:HR	Council		PC	ED:HR or nominee
15.1.3	Standard terminations (resignation, normal and early retirement) Dean/ED/Registrar	VC/DVC	ED:HR	COO/DVC/VC		PC	ED:HR or nominee
15.1.4	Standard terminations (resignation, normal and early retirement) for all academic and PASS staff	Line manager	ED:HR	Dean/ED or nominee		PC	ED:HR or nominee
15.2	Pre-early retirement	HOD	ED:HR	ED:HR (PASS staff) DVC (academic staff)		PC	ED:HR or nominee

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*B. Ndabangwa*

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Category of Decision			Recommending Authority	Procedural Authority	Final Authority	Comments	Action reported	Signing of letters
15.3		Incentivised early retirement	Dean / ED	ED:HR	VC, RemCom		PC	ED:HR, VC
15.4		Deferred retirement	HOD and Dean	DVC Academic	VC		PC	DVC, VC
15.5		Dismissal (poor performance, ill health)	HOD	ED:HR	ED:HR		PC	ED:HR or nominee
15.6		Dismissal (misconduct)	Chairperson of the hearing	ED:HR	VC or nominee		PC	ED:HR or nominee
<b>16.</b>	<b>SEVERANCE AND SETTLEMENT PACKAGES (on retrenchment or in order to settle disputes)</b>							
16.1		In accordance with standard retrenchment formula up to R249,999	Line Manager	ED:HR or nominee	ED:HR or nominee			ED:HR or nominee
16.2		In accordance with standard retrenchment formula in excess of R249,999 and up to R800,000	Line Manager	ED:HR or nominee	ED:HR or nominee			ED:HR or nominee
16.3		In accordance with standard retrenchment formula in excess of R800,000	ED:HR	ED:HR or nominee	VC			ED:HR or nominee
16.4		Settlement of up to R500,000	ED:HR through ERMC	ED:HR or nominee	ED:HR	RemCom		ED:HR or nominee
16.5		Settlement from R500,001 to R800,000	ED:HR through ERMC	ED:HR or nominee	VC	RemCom		ED:HR or nominee
16.6		Settlement in excess of R800,000	VC	ED:HR or nominee	RemCom	RemCom	Council	ED:HR or nominee
16.7		Non-monetary settlement	Line Manager	Director: ER or nominee	ED:HR			ED: HR or nominee
<b>17.</b>	<b>APPOINTMENT OF EMPLOYER TRUSTEES OF THE UCT RETIREMENT FUND (UCTRF)</b>							
17.1		UCT/Employer Trustees of the UCT Retirement Fund	Vice-Chancellor's Executive Meeting	Vice-Chancellor's Executive Meeting	Council	Nomination of Employer Trustees as part of the UCTRF elections every four years	Council	ED:HR or nominee

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