

## GEN002 Schedule B: HR and HR Related

### 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. Executive-level responsibility for Human Resources rests with the Executive Director of Human Resources (ED: HR); the Dean/Director: Graduate School Business (GSB) is accountable for human resource arrangements in the Faculty and the Executive Director/Registrar/COO/Director and Chief Financial Officer (CFO) for a PASS department.
- 2 The Dean/Director: GSB/ED/Registrar/COO/Director and CFO will ordinarily be required to see all proposals but may delegate their responsibility for this to the Head of Department and/or Head of Section/Unit.
- 3 Where signing of letters is shown as ED: HR or nominee, the Dean/Director: GSB/ED/Registrar/COO/Director and CFO 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) responsibility for signing is delegated, not accountability;
  - d) the required delegation is noted in writing, or that the electronic delegation (e.g. via email or system delegation) contains the information as required;
  - e) 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
  - f) there is no conflict of interest (if the authority is conflicted they must decline to exercise the authority delegated to them).
- 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 more restrictive authorities imposed by any limit.
- 4 The signing authority may consult, where appropriate, relevant staff within the University before exercising the authority delegated to them.
- 5 Where an authority is away from office:
  - a) and a person has been appointed, in writing or via an out of office, 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 Vice-Chancellor (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 CFO, the VC may exercise authority delegated to either).
- 6 The Vice-Chancellor may, in writing, delegate a specific authority delegated to them to a Deputy Vice-Chancellor (DVC), 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	Signing of letters
<b>1</b>	<b>SELECTION COMMITTEES</b>						
<b>1.1</b>	<b>Selection committees for advertised post</b>						
1.1.1	Professor	HOD	ED: HR or nominee	Dean/Director:GSB		Principal Circular (PC)	
1.1.2	All other academic posts	HOD	ED: HR or nominee	Dean/Director:GSB	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 and Chair of Council	ED: HR or nominee	Council		PC	
1.1.5	Senior staff (Deans, EDs, Directors, CFO, Registrar, Peromnes 2-3)	VC/DVC/COO	ED: HR or nominee	VC		PC	
1.1.6	Senior staff (Peromnes 4-5)	Dean/Director:GSB/ED/HOD/CFO/ Director/Registrar	ED: HR or nominee	ED/Dean/Director:GSB /CFO/ Director/ Registrar		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 waiver of advertisement motivations (T1, T2, permanent)</b>						
1.2.1	Academic posts (including research academic posts)	Dean/Director:GSB	ED: HR or nominee	ED: HR DVC if A/Professor VC if Professor		PC	
1.2.2	Senior Staff (VC)	Chair of Council	ED: HR or nominee	Council		PC	
1.2.3	Senior staff (DVC/COO)	VC and Chair of Council	ED: HR or nominee	Council		PC	
1.2.4	Senior staff (Deans, EDs, Directors, CFO, Registrar) - Peromnes 2-3	VC/DVC/COO	ED: HR or nominee	VC		PC	
1.2.5	Senior staff - Peromnes 4-5	ED/Dean/Director:GSB/Director/CFO/ Registrar	ED: HR or nominee	VC		PC	
1.2.6	PASS posts pay class 9-12	ED/Dean/Director:GSB/Director/CFO/ Registrar	ED: HR or nominee	ED: HR			
1.2.7	PASS posts pay class 1-8	ED/Dean/Director:GSB/Director/CFO/ Registrar	ED: HR or nominee	ED: HR			
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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<b>2</b>	<b>APPOINTMENTS – PERMANENT AND TEMPORARY</b>						
<b>2.1</b>	<b>Academic staff (permanent and T2 appointments, including joint staff on UCT/Western Cape Government (WCG) or UCT/National Health Laboratory Service (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/Director:GSB (permanent) Dean/Director:GSB 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/Director:GSB or nominee	Dean or nominee chairs selection committee	PC ED: HR or nominee
	2.1.5	Deans & Deputy Deans	Selection Committee	ED: HR or nominee	Council	Deans and substantive 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 title of Professor. Dean/Director:GSB or nominee where academic title is lower than Professor	VC final authority does not apply to pay level, only academic title.	PC ED: HR or nominee
	2.1.7	Chief Research Officer, Senior Research Officer, Research Officer/Fellow and Junior Research Officer/Fellow	Selection Committee	ED: HR or nominee	Dean/Director:GSB or nominee		PC ED: HR or nominee
	2.1.8	Academic Teacher (Lecturer/Senior Lecturer level only)	Selection Committee	ED: HR or nominee	Dean/Director:GSB or nominee		ED: HR or nominee
<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/Director:GSB	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	Head of Department (HOD) / Deputy Dean or nominee	T1, paid-on-claim and ad hoc appointments	ED: HR or nominee
	2.2.3	Research academic staff (all levels)	HOD and Grant Holder	ED: HR or nominee	Dean/Director:GSB or nominee	T1, paid-on-claim and ad hoc appointments	ED: HR or nominee
	2.2.4	Senior Scholars (post-retirement appointment)	Dean/Director:GSB	ED: HR or nominee	DVC or VC (where CoE is equal to or exceeds Professorial level)		PC ED: HR or nominee
	2.2.5	Senior Research Scholars (post-retirement appointments)	Dean/Director:GSB	ED: HR or nominee	DVC (Research) or VC (where CoE equal to or exceeds Professorial level)		PC ED: HR or nominee



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<b>2.3 Non-substantive appointments: All staff</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/Director:GSB	ED: HR or nominee	VC	Appointment ordinarily not less than 3 years and not more than 5 years	PC	ED: HR or nominee
<b>2.3.3 Acting HOD</b>							
2.3.3.1	3 months or more	Dean/Director:GSB	ED: HR or nominee	DVC responsible for academic staff matters		PC	ED: HR or nominee
2.3.3.2	Less than 3 months	HOD	ED: HR or nominee	Dean/Director:GSB		PC	ED: HR or nominee
2.3.4	Acting VC	Chair of Council	ED: HR or nominee	Council		PC	ED: HR or nominee
2.3.5	Acting DVC, COO	VC	ED: HR or nominee	Council		PC	ED: HR or nominee
2.3.6	Acting Dean, CFO, Director, 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			DVC R & I or ED: Research
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/Director:GSB			ED: HR or nominee
2.3.12	Acting PC3-11	HOD	ED: HR	Dean/Director:GSB/ED/Registrar/Director/CFO			ED: HR or nominee
2.3.13	Acting PC12	Dean/ED/Registrar/Director:GSB	ED: HR	COO			ED: HR or nominee
2.3.14	Acting PC13 (4) and (5)	Dean /ED/Registrar/Director:GSB	ED: HR	VC			ED: HR or nominee
<b>2.4 Senior Staff – all appointments</b>							
2.4.1	Peromnes 1 – 3 (VC, DVC, Dean, ED, Registrar, Director CFO, COO)	Selection Committee	ED: HR or nominee	Council		PC and 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
2.4.3	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 PASS Staff – permanent and T2 appointments</b>							
2.5.1	Pay classes 1 - 12	Selection Committee	ED: HR or nominee	ED/Dean/Director:GSB/Director/CFO/Registrar 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 or nominee			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/Director:GSB/ED/CFO/Director/Registrar or 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	Acting ED of PASS department	VC/ED/DVC/COO	ED: HR or nominee	VC and RemCom for VC reports			ED: HR or nominee
2.6.3	PASS post-retirement appointments	Dean/Director:GSB/ED with support from line DVC/COO	ED: HR or nominee	ED: HR			ED: HR or nominee
2.6.4	Post retirement appointments for Peromnes 4-5	VC/DVC/COO/Dean/Director:GSB/ED	ED: HR or nominee	VC			ED: HR or nominee
2.6.5	Post retirement appointments for Peromnes 2-3	VC	ED: HR or nominee	Council			ED: HR or nominee
<b>2.7</b>	<b>Motivations for Waiver of advertisement appointments</b>						
2.7.1	Professor & Associate Professor	Selection committee	ED: HR or nominee	ED: HR and VC for Prof level		PC	ED: HR or nominee
2.7.2	Senior Lecturer, Lecturer, Assistant Lecturer and all levels of Research Officer	Selection committee	ED: HR or nominee	ED: HR		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,CFO and Registrar)	VC, DVC/COO	ED: HR or nominee	Council	RemCom to recommend to Council	PC	
2.7.6	Senior Staff (Peromnes 4-5)	Selection committee	ED: HR or nominee	VC	Report to RemCom for noting	PC	
2.7.7	PASS posts pay classes 1 - 12	Selection committee	ED: HR or nominee	ED: HR			
2.7.8	Strategic Appointments recommended by the VC	Selection committee	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</b>	<b>PROBATION AND CONFIRMATION OF APPOINTMENTS (Academic)</b>						
3.1	Academic appointments where the Dean/Director:GSB is Reporting Officer	Dean/Director:GSB 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



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<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/Line Manager	ED: HR or nominee	Dean/DirectorGSB or nominee			ED: HR or nominee
4.1.2	Staff in PASS departments	HOD/Line Manager	ED: HR or nominee	ED/Director/ CFO/Registrar or nominee			ED: HR 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	ED: HR or nominee	Dean/Director:GSB or nominee			
4.2.2	R25,000 - R100,000	HOD	ED: HR or nominee	Dean/Director:GSB	Dean/Director:GSB 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			
<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/Director:GSB/ED/Director/CFO/Registrar or nominee			
4.3.2	R25,000 - R100,000	Dean/Director:GSB 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/Director:GSB/ED/CFO or Registrar	ED: HR	VC	Report to RemCom in annual report	Rem Com	
<b>4.4.2</b>	<b>Peromnes 3</b>						
4.4.2.1	Single Payments of up to R100,000	DVC/COO	ED: HR	VC	Report to RemCom in annual report	Council in annual RemCom report	
4.4.2.2	Cumulative Payments of up to R250,000	DVC/COO	ED: HR	VC	Report to RemCom in annual report	Council in annual RemCom report	
4.4.2.3	Single Payments > R100,000	VC	ED: HR	RemCom		Council in annual RemCom report	
4.4.2.4	Cumulative Payments > R250,000	VC	ED: HR	RemCom		Council in annual RemCom report	
4.4.3	Peromnes 1 - 2	Line Manager	ED: HR	RemCom		Council in annual	



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<b>5 SETTING OF SALARY RANGES</b>							
5.1	Academic staff	ED: HR	ED: HR	ED: HR	Relevant DVC with VC		Council
5.2	PASS staff (Pay classes 1 – 12)	ED: HR	ED: HR	ED: HR	COO with VC		Council
5.3	Senior staff (Peromnes 1– 5) (Pay class 13)	ED: HR	ED: HR	ED: HR	RemCom		Council
<b>6 SETTING INDIVIDUAL SALARIES AND ALLOWANCES</b>							
<b>6.1 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/Director:GSB	DVC responsible for academic staff matters	DVC responsible for academic staff matters with VC			ED: HR or nominee
6.1.3	Above SASP up to, and including, level of Associate Professor to COE at maximum of next rank	Dean/Director:GSB	DVC responsible for academic staff matters	DVC responsible for academic staff matters			DVC responsible for academic staff matters
<b>6.2 PASS Staff</b>							
6.2.1	Pay classes 1 – 12 up to standard package	HOD	ED: HR	Dean/Director:GSB/ED/CFO/Director/Registrar 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/Director:GSB/ED/CFO/Director/Registrar	ED: HR	ED: HR	COO with VC		ED: HR or nominee
<b>6.3 Senior Staff</b>							
6.3.1	Peromnes 4 – 5 Including non-Executive Peromnes 3	Dean/Director:GSB/ED/CFO/Director/Registrar	ED: HR	ED: HR	COO with VC		ED: HR
6.3.2	Peromnes 3	DVC	RemCom	RemCom	RemCom		VC
6.3.3	Peromnes 2	VC	RemCom	RemCom	RemCom		VC
6.3.4	Peromnes 1	Chair of Council	RemCom	RemCom	RemCom		Chair of Council
<b>6.4 Head of Department/Deputy Dean Allowances on appointment</b>							
6.4.1	Academic staff	Dean/Director:GSB	ED: HR or nominee	Dean/Director:GSB			ED: HR or nominee
<b>6.5 Externally-funded Augmentations</b>							
6.5.1	Dean/Director:GSB	DVC responsible for academic staff matters	ED: HR or nominee	VC	Report to RemCom		ED: HR or nominee
6.5.2	Academic staff other than Dean	HOD or Dean/Director:GSB	ED: HR or nominee	DVC responsible for academic staff matters			ED: HR or nominee





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<b>7</b>	<b>SALARY ADJUSTMENTS (outside negotiated agreements)</b>						
<b>7.1</b>	<b>Academic Staff</b>						
7.1.1	All Academic ranks within ranges	HOD	ED: HR	Dean/Director:GSB			ED: HR or nominee
7.1.2	All Academic Clinical ranks within ranges	HOD	ED: HR	Dean			ED: HR or nominee
<b>7.2</b>	<b>PASS Staff</b>						
7.2.1	Pay classes 1 – 12	Dean/Director:GSB/ED/CFO/Registrar/Director	ED: HR or nominee	ED: HR or nominee			ED: HR or nominee
<b>7.3</b>	<b>Senior Staff</b>						
7.3.1	Peromnes 4 – 5 Including non Executive Peromnes 3	Dean/Director:GSB/ED/CFO/Registrar/Director	ED: HR	Relevant DVC/COO with VC	Report to RemCom		ED: HR or nominee
7.3.2	Peromnes 3	VC/DVC/COO	RemCom	RemCom	Report to Council		VC
7.3.3	Peromnes 2	VC	RemCom	RemCom	Report to Council		VC
7.3.4	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/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/Research Officer	Faculty Promotions & Remuneration Committee	ED: HR or nominee	VC		PC	ED: HR or nominee
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>						
8.2.1	Principal Tech/Sci Officer, Chief Tech/Sci Officer, Senior Tech/Sci Officer	Chair – Scientific & Technical Officers Promotion Committee	ED: HR or nominee	VC		PC	ED: HR or nominee





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<b>9</b>	<b>LEAVE</b>						
<b>9.1</b>	<b>General</b>						
9.1.1	Annual leave	Line Manager	ED: HR or nominees	Line Manager			
9.1.2	Sick Leave	Line Manager	ED: HR or nominee	Line Manager			
9.1.3	Parental (Primary) Leave	Line Manager	ED: HR or nominee	Line Manager			
9.1.4	Family responsibility leave exceeding UCT allocation of 5 days	Line Manager	ED: HR or nominee	ED: HR or nominee			
<b>9.2</b>	<b>Academic Staff</b>						
9.2.1	Study & Research / Contact leave for VC		ED: HR or nominee	Chair of Council		PC	ED: HR or nominee
9.2.2	Study & Research / Contact leave for DVCs	VC	ED: HR or nominee	VC in consultation with RemCom		PC	ED: HR or nominee
9.2.3	Study & Research / Contact leave for Deans	DVC	ED: HR or nominee	VC		PC	ED: HR or nominee
9.2.4	Study & Research / Contact leave for all other academic staff	HOD and Dean/Director:GSB	ED: HR or nominee	DVC responsible for academic staff matters		PC	ED: HR or nominee
9.2.5	Study and Research Leave for Research staff	HOD/Line Manager via Dean/Director:GSB	ED: HR or nominee	DVC responsible for research		PC	ED: HR or nominee
<b>9.2.6</b>	<b>Special Leave and Leave Without Pay</b>						
9.2.6.1	Up to and including 15 working days	Line Manager	ED: HR or nominee	Line Manager			
9.2.6.2	More than 15 working days	HOD and Dean/Director:GSB	ED: HR or nominee	DVC		PC	ED: HR or nominee
<b>9.3</b>	<b>PASS Staff</b>						
9.3.1	Long Leave	Line Manager	ED: HR or nominee	Line Manager			
<b>9.3.2</b>	<b>Special Leave and Leave without Pay</b>						
9.3.2.1	Up to and including 15 working days		Line Manager	ED: HR or nominee	Line Manager		
9.3.2.2	More than 15 working days	Line Manager and Dean/Director:GSB/ED/CFO/Registrar/Director	ED: HR or nominee	ED: HR			ED: HR or nominee
9.3.2.3	Carry forward of expiring annual leave – all pay classes	Line Manager	ED: HR or nominee	ED: HR or nominee			ED: HR or nominee
9.3.5	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	Line Manager and Dean/ED	ED: HR or nominee	ED: HR or nominee			
<b>10</b>	<b>RELOCATION EXPENSES</b>						
10.1	Pay class 9 and above appointments		ED: HR or nominee	ED: HR or nominee			
<b>11</b>	<b>CREATION OF NEW POSTS</b>						
11.1	Academic or PASS	HOD	ED: HR or nominee	Dean/Director: GSB/Director/CFO/Registrar/ED	Dean/Director:GSB/Director/CFO/Registrar/ED has authority within limits of budget		



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<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	Chair of Position Evaluation Committee	VC	Report to RemCom	Council Rem Committee ED: HR or nominee
	12.2.2	Peromnes 1 – 3	Organisational Design Specialist	Chair of Position Evaluation Committee	RemCom	Report to Council	Council ED: HR or nominee
<b>13</b>	<b>REDUNDANCY, REDEPLOYMENT AND RETRENCHMENT</b>						
	13.1	Approval of commencement of formal consultation	Dean/Director:GSB/CFO/Registrar/Director/ED/DVC/VC	Chair Employee Relations Management Committee (ERMC) (ED: HR)/ERMC	Chair ERMC (ED: HR)/ERMC		Chair ERMC (ED: HR)
	13.2	Approval of disestablishment of post/s	Dean/Director:GSB/CFO/Registrar/Director/ED/DVC/VC	Chair ERMC (ED: HR)/ERMC	Chair ERMC (ED: HR)/ERMC		Chair ERMC (ED: HR)
<b>14</b>	<b>PERMISSION TO UNDERTAKE PRIVATE WORK</b>						
	14.1	Academic and PASS	HOD	ED: HR	Dean/Director:GSB/ED/Director/Registrar/CFO		
	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 UCT/NHLS staff on UCT conditions	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/CFO	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/Director:GSB/ED/CFO/Director/Registrar 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
15.3		Incentivised early retirement	Dean/Director:GSB/ED/Director/CFO/Registrar	ED: HR	VC, Remuneration Committee of Council (RemCom)		PC ED: HR, VC
15.4		Deferred retirement	HOD and Dean/Director:GSB	DVC Academic	VC		PC DVC, VC
15.5		Dismissal (poor performance, ill health)	Chairperson of the Hearing	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



**GEN002 Schedule B: HR and Related**

Category of Decision		Recommending Authority	Procedural Authority	Final Authority	Comments	Action	Signing of letters
<b>16</b>	<b>SEVERANCE AND DISPUTE / 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	Director: Employee Relations	ED: HR or nominee	ED: HR	Report to RemCom in annual report		ED: HR or nominee
16.5	Settlement from R500,001 to R800,000	ED: HR	ED: HR or nominee	VC	Report to RemCom in annual report		ED: HR or nominee
16.6	Settlement in excess of R800 000	VC	ED: HR or nominee	RemCom		Council	ED: HR or nominee
16.7	Non-monetary settlement	Line Manager	ED: HR or nominee	ED: HR or nominee			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	Vice-Chancellor's Executive Meeting	Council	Nomination of Employer Trustees as part of the UCTRF elections every four years	Council	ED: HR or nominee
<b>18</b>	<b>APPOINTMENT OF ADVISORY PANEL MEMBERS</b>						
18.1	Policy addressing bullying Advisory Panel appointment	ED: HR or nominee	ED: HR or nominee	ED: HR or nominee			

