

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/DVC/Director and Chief Financial Officer (CFO) for a PASS department.
- 2 The Dean/Director: GSB/ED/Registrar/DVC, 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/DVC/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.
- 8 Any HR policy deviation must be approved by the VC, **and reported to Council for noting**. Where the VC is the direct line manager, the policy deviation must be approved by Council.
- 9 Where the ED:HR is the final authority and the decision relates to HR, approval is required from the ED:HR's line manager.
- 10 In Schedule B, Nominees are specifically included in the Delegation of Authorities, where applicable.

GEN002 Schedule B: HR and Related

NOTES:								
CFO = Chief Financial Officer; COO = Chief Operating Officer; ED = Executive Director; HOD = Head of Department; DVC = Deputy Vice-Chancellor; VC = Vice-Chancellor								
COE = Cost of Employment, ERMC = Employee Relations Management Committee, RemCom = Remuneration Committee, SASP = Standard Academic Salary Package								
CMD = Communications & Marketing Department, DAD = Development & Alumni Department, PASS = Professional, Administrative & Support Services, PC = Principal's Circular								
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Nominees are specifically designated where applicable.								
Category of Decision		Recommending Authority (signs off)	Procedural Authority - (accountable for process)	Final Authority (final signature)	Action reported	Signing of letters	Comments	Consult/ Inform
1	COMPOSITION OF SELECTION COMMITTEES							
1.1	Selection committees for advertised posts							
1.1.1	Academic posts (including research academic posts)	HOD	ED: HR or nominee	Dean/Director:GSB	PC			
1.1.2	Senior staff (VC)	Chair of Council	ED: HR or nominee	Council	PC			
1.1.3	Senior staff (DVC)	VC and Chair of Council	ED: HR or nominee	Council	PC			
1.1.4	Senior staff (Deans, EDs, Directors, CFO, Registrar, Peromnes 3)	VC/DVC	ED: HR or nominee	VC	PC			
1.1.5	Senior staff (Peromnes 4-5)	HOD/Line Manager	ED: HR or nominee	ED/Dean/Director:GSB /CFO/ Director/ Registrar/DVC/VC	PC			
1.1.6	PASS posts pay class 9-12	Line Manager	ED: HR or nominee	Dean/ED/Head of PASS dept or nominee				
1.1.7	PASS posts pay class 1-8	Line Manager	ED: HR or nominee	Line Manager/HOD				
1.1.8	Pro-VC	DVC	ED: HR or nominee	VC	PC			
1.1.9	University Ombud	Chair of Council	ED: HR or nominee	Council	PC			
1.2	Selection committees for waiver of advertisement motivations (T1, T2, permanent)							
1.2.1	Academic posts (including research academic posts)	Dean/Director:GSB or nominee	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)	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	ED: HR or nominee	VC	PC			
1.2.5	Senior staff - Peromnes 4-5	ED/Dean/Director:GSB/Director/ CFO/Registrar or nominee	ED: HR or nominee	VC	PC			
1.2.6	PASS posts pay class 9-12	ED/Dean/Director:GSB/Director/ CFO/Registrar or nominee	ED: HR or nominee	ED: HR				
1.2.7	PASS posts pay class 1-8	ED/Dean/Director:GSB/Director/ CFO/Registrar or nominee	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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Nominees are specifically designated where applicable.								
Category of Decision	Recommending Authority (signs off)	Procedural Authority - (accountable for process)	Final Authority (final signature)	Action reported	Signing of letters	Comments	Consult/ Inform	
2	APPOINTMENTS – PERMANENT AND TEMPORARY							
2.1	Academic staff (permanent and T2 appointments, including joint staff on UCT/Western Cape Government (WCG) or UCT/National Health Laboratory Service (NHLS) conditions)							
2.1.1	Professor	Selection Committee	ED: HR or nominee	VC	PC	ED: HR or nominee	The Chair of a Professorial selection committee is the VC (ex officio), who may nominate a DVC or Dean in their place. If the Dean chairs a Professorial level selection committee, the VC must appoint a DVC to attend the final interviews, unless the VC is present. DVC signs in support of the	
2.1.2	Associate Professor	Selection Committee	ED: HR or nominee	DVC	PC	ED: HR or nominee	Dean or nominee chairs selection committee	
2.1.3	Senior Lecturer, Lecturer, Assistant Lecturer	Selection Committee	ED: HR or nominee	Fund Holder and the Dean/Director: GSB or DVC	PC	ED: HR or nominee	Dean or nominee chairs selection committee	
2.1.4	Deans & Deputy Deans	Selection Committee	ED: HR or nominee	Council	PC	ED: HR or nominee	Deans and substantive Deputy Deans only	
2.1.5	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	PC	ED: HR or nominee	VC final authority does not apply to pay level, only academic title.	
2.1.6	Chief Research Officer	Selection Committee	ED: HR or nominee	DVC where appointment is at academic title of Associate Professor. Dean/Director: GSB or nominee where academic title is lower than				
2.1.7	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		

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2.2	Academic Staff – T1 contracts and shorter fixed term appointments							
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		ED: HR or nominee	CV of Visiting Professor must accompany recommendation; appointment normally not more than one year; appointment approved at	
2.2.2	Teaching Assistant, Tutor, Demonstrator	Line Manager or nominee	ED: HR or nominee	Head of Department (HOD) / Deputy Dean or nominee		ED: HR or nominee	T1, paid-on-claim and ad hoc appointments	
2.2.3	Research academic staff (all levels)	HOD and Fund Holder	ED: HR or nominee	Dean/Director:GSB or nominee		ED: HR or nominee	T1, paid-on-claim and ad hoc appointments	
2.2.4	Senior Scholars (post-retirement appointment)	Dean/Director:GSB or nominee	ED: HR or nominee	DVC Teaching and Learning or VC (where CoE is equal to or exceeds Professorial level)	PC	ED: HR or nominee	Ad hoc appointments require DVC approval	
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		
2.3	Non-substantive appointments: All staff							
2.3.1	Non-permanent Deputy Dean/Assistant Dean (including renewals)	Faculty Board	ED: HR or nominee	Senate	PC	ED: HR or nominee	Faculty Board recommends to Senate	
2.3.2	Head of Department	Dean/Director:GSB	ED: HR or nominee	VC	PC	ED: HR or nominee	Appointment ordinarily not less than 3 years and not more than 5 years	
2.3.3	Acting HOD							
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, CFO, Registrar, ED: CMD, ED: DAD	VC	ED: HR or nominee	Council	PC	ED: HR or nominee	VC and RemCom for VC reports	Inform
2.3.6	Acting Dean, Director:GSB, ED (excl ED: CMD & ED: DAD), Director	DVC	ED: HR or nominee	VC	PC	ED: HR or nominee	VC and RemCom for VC reports	Inform
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 - 12	HOD	ED: HR	Dean/Director:GSB/ED/Registrar/ Director/CFO		ED: HR or nominee		
2.3.13	Acting PC13 (4) and (5)	Dean /ED/Registrar/Director:GSB	ED: HR	VC		ED: HR or nominee		

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2.4 Senior Staff – all appointments							
2.4.1	Peromnes 1 – 3 (VC, DVC, Dean, ED, Registrar, Director:GSB, CFO)	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	PC and Council RemCom	ED: HR or nominee	VC reports to Remuneration Committee of Council (RemCom) via annual Council report
2.4.3	University Ombud	Selection Committee	ED: HR or nominee	Council	PC and Council RemCom	ED: HR or nominee	Administratively the VC informs RemCom officially when the recruitment has been completed and Council has approved the
2.5 Senior Staff – T1 contracts and shorter term appointments							
2.5.1	Peromnes 1 – 3 (VC, DVC, Dean, ED, Registrar, Director:GSB, CFO)	VC/Chair of Council	ED: HR or nominee	Council	PC and Council Rem Com	ED: HR or nominee	
2.5.2	Peromnes 4 – 5	Dean/ED/Registrar/Director:GSB/VC	ED: HR or nominee	VC, DVC	PC and Council RemCom	ED: HR or nominee	VC reports to Remuneration Committee of Council (RemCom) via annual Council report.
2.5.3	University Ombud	Chair of Council	ED: HR or nominee	Council	PC and Council RemCom	ED: HR or nominee	Administratively the VC informs RemCom officially when the recruitment has been completed and Council has approved the
2.6 PASS Staff – permanent and T2 appointments							
2.6.1	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	Letters of appointments, PC1-8 PE, T1 and T2 signed by Head: Appointments (except post retirements)
2.6.2	Wardens & Assistant Wardens	Selection Committee	ED: HR or nominee	ED: DSA or nominee		ED: HR or nominee	
2.7 PASS Staff – T1 contracts and shorter term appointments							
2.7.1	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		ED: HR or nominee	T1, paid-on-claim and ad hoc appointments (excluding those made to students whose roles are linked to their studentship)
2.7.2	PASS post-retirement appointments	Dean/Director:GSB/ED or nominee with support from line	ED: HR or nominee	ED: HR		ED: HR or nominee	
2.7.3	Post retirement appointments for Peromnes 4-5	VC/DVC/Dean/Director:GSB/ED	ED: HR or nominee	VC		ED: HR or nominee	
2.7.4	Post retirement appointments for Peromnes 2-3	VC	ED: HR or nominee	Council		ED: HR or nominee	

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2.8	Motivations for Waiver of advertisement appointments							
2.8.1	Professor & Associate Professor	Selection committee	ED: HR or nominee	ED: HR and VC for Prof level	PC	ED: HR or nominee		
2.8.2	Senior Lecturer, Lecturer, Assistant Lecturer and all levels of Research Officer	Selection committee	ED: HR or nominee	ED: HR	PC	ED: HR or nominee		
2.8.3	Senior Staff (VC)	Chair of Council	ED: HR or nominee	Council	PC		RemCom to recommend to Council	Inform
2.8.4	Senior Staff (DVC)	VC	ED: HR or nominee	Council	PC		RemCom to recommend to Council	Inform
2.8.5	Senior Staff (Peromnes 2- 3 /Deans, EDs,CFO and Registrar)	VC, DVC	ED: HR or nominee	Council	PC		RemCom to recommend to Council	Inform
2.8.6	Senior Staff (Peromnes 4-5)	Selection committee	ED: HR or nominee	VC	PC		Report to RemCom for noting	Inform
2.8.7	PASS posts pay classes 1 - 12	Selection committee	ED: HR or nominee	ED: HR				
2.8.8	Strategic Appointments recommended by the VC	Selection committee	ED: HR or nominee	Chair of Senate Review Panel (DVC)	PC			
2.8.9	Pro-VC	DVC	ED: HR or nominee	VC	PC			
3	PROBATION AND CONFIRMATION OF APPOINTMENTS (Academic)							
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		
4	ADDITIONAL WORK FOR UCT							
4.1	Additional Appointments							
4.1.1	Academic (all levels) PASS (PC 1-12)	HOD/Line Manager	ED: HR or nominee	Dean/Director:GSB or nominee		ED: HR or nominee		
4.1.2	Peromnes 4-5	HOD/Line Manager	ED: HR or nominee	ED/Director/CFO/Registrar/DVC/VC or nominee		ED: HR or nominee		
4.2	Additional Salary Payments – Academic Staff – where budget allows this							
4.2.1	Less than R25,000	HOD	ED: HR or nominee	Dean/Director:GSB or nominee				
4.2.2	R25,000 - R100,000	Dean/Director:GSB	ED: HR or nominee	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			Report to RemCom in annual report	Inform
4.3	Additional Salary Payments – PASS Staff – where budget allows this							
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/ED/Director/ CFO/Registrar or nominee	ED: HR or nominee	ED: HR or nominee				
4.3.3	> R100,000 - R250,000	Dean/Director:GSB/ED/Director/ CFO/Registrar or nominee	ED: HR or nominee	VC				
4.3.4	> R250,000	Dean/Director:GSB/ED/Director/ CFO/Registrar or nominee		VC reporting to RemCom			Report to RemCom in annual report	Inform

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4.4	Additional Salary Payments – Senior Staff							
4.4.1	Peromnes 4 – 5	DVC/Dean/Director:GSB/ED/CFO or Registrar	ED: HR	VC	Rem Com		Report to RemCom in annual report	Inform
4.4.2	Peromnes 3							
4.4.2.1	Single Payments of up to R100,000	DVC	ED: HR	VC	Council in annual RemCom report		Report to RemCom in annual report	Inform
4.4.2.2	Cumulative Payments of up to R250,000	DVC	ED: HR	VC	Council in annual RemCom report		Report to RemCom in annual report	Inform
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 RemCom report			
5	SETTING OF SALARY RANGES							
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	DVC with VC	Council			
5.3	Senior staff (Peromnes 1– 5) (Pay class 13)	ED: HR	ED: HR	RemCom	Council			
6	SETTING INDIVIDUAL SALARIES AND ALLOWANCES							
6.1	Academic Staff							
6.1.1	All academic ranks within ranges (including research academic posts)	HOD	Dean	Dean or nominee		ED: HR or nominee		
6.1.2	Above SASP for Professors	Dean/Director:GSB	ED:HR	VC with input from the DVC Teaching and Learning		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	ED:HR	DVC Teaching and Learning		DVC responsible for academic staff matters		

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6.2	PASS Staff							
6.2.1	Pay classes 1 – 12 up to standard package	HOD/Director	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	Dean/Director:GSB/ED/CFO/Director/Registrar or nominee	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	VC with input from DVC		ED: HR or nominee		
6.3	Senior Staff							
6.3.1	Peromnes 4 – 5 Including non-Executive Peromnes 3	Dean/Director:GSB/ED/CFO/Director/Registrar	ED: HR	VC with input from DVC		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		
6.4	Head of Department/Deputy Dean Allowances on appointment							
6.4.1	Academic staff	Dean/Director:GSB	ED: HR or nominee	Dean/Director:GSB		ED: HR or nominee		
6.5	Externally-funded Augmentations							
6.5.1	Dean/Director:GSB	DVC Teaching and Learning	ED: HR or nominee	VC		ED: HR or nominee	Report to RemCom in annual report	Inform
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		
7	SALARY ADJUSTMENTS (outside negotiated agreements)							
7.1	Academic Staff							
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		
7.2	PASS Staff							
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		
7.3	Senior Staff							
7.3.1	Peromnes 4 – 5 Including non Executive Peromnes 3	Dean/Director:GSB/ED/CFO/Registrar/Director	ED: HR	VC with input from relevant DVC		ED: HR or nominee	Report to RemCom in annual report	Inform
7.3.2	Peromnes 3	VC/DVC	RemCom	RemCom		VC	Report to Council	Inform
7.3.3	Peromnes 2	VC	RemCom	RemCom		VC	Report to Council	Inform
7.3.4	Peromnes 1	Chair of Council	RemCom	RemCom		Chair of Council	Report to Council	Inform

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Category of Decision		Recommending Authority (signs off)	Procedural Authority - (accountable for process)	Final Authority (final signature)	Action reported	Signing of letters	Comments	Consult/ Inform
8	AD HOMINEM PROMOTIONS							
8.1	Academic Staff promoted to the rank of							
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		
8.2	Technical/Scientific Staff promoted to the rank of							
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		
9	LEAVE							
9.1	General							
9.1.1	Annual leave	Line Manager	ED: HR or nominee	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				

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9.2	Academic Staff							
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	Chair of Council	PC	ED: HR or nominee		
9.2.3	Study & Research / Contact leave for Deans/Director:GSB	DVC	ED: HR or nominee	VC	PC	ED: HR or nominee		
9.2.4	Study & Research / Contact leave for all other academic	HOD and Dean/Director:GSB	ED: HR or nominee	DVC Teaching and Learning	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 Research and Internationalisation	PC	ED: HR or nominee		
9.2.6	Special Leave and Leave Without Pay							
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	Dean/Director:GSB/DVC/VC/ Chair of Council	ED: HR or nominee	DVC/VC/Chair of Council	PC	ED: HR or nominee		
9.2.7	Carry forward of expiring annual leave	HOD	ED: HR or nominee	Dean/Director:GSB				
9.3	PASS Staff							
9.3.1	Special Leave and Leave without Pay							
9.3.1.1	Up to and including 15 working days	Line Manager	ED:HR or nominee	Line Manager				
9.3.1.2	More than 15 working days	Dean/Director:GSB/ED/CFO/ Registrar/Director/DVC	ED: HR or nominee	ED: HR or nominee/DVC/VC				
9.3.2	Carry forward of expiring annual leave – all pay classes	Line Manager	ED: HR or nominee	ED: HR or nominee				
9.3.3	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	Line Manager and Dean/ED	ED: HR or nominee	ED: HR or nominee				
10	RELOCATION EXPENSES							
10.1	Pay class 9 and above appointments		ED: HR or nominee	ED: HR or nominee				
11	CREATION OF NEW POSTS							
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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12	GRADING OF POSTS									
12.1	PASS Posts									
	12.1.1	Pay classes 1 – 12	Organisational Design Specialist	ED: HR or nominee	Chair of Position Evaluation Committee		ED: HR or nominee			
12.2	Senior Posts									
	12.2.1	Peromnes 4 – 5	Organisational Design Specialist	ED: HR	VC	Council Rem Committee	ED: HR or nominee	Report to RemCom in annual report	Inform	
	12.2.2	Peromnes 1 – 3	Organisational Design Specialist	ED: HR	Chair of Position Evaluation Committee VC RemCom	Council	ED: HR or nominee	Report to Council	Inform	
13	REDUNDANCY, REDEPLOYMENT AND RETRENCHMENT									
13.1		Approval of commencement of formal consultation	Dean/Director:GSB/CFO/Registrar/Director/ED/DVC/VC	ED:HR	ERMC		Chair ERMC (ED: HR)			
13.2		Approval of disestablishment of post/s	Dean/Director:GSB/CFO/Registrar/Director/ED/DVC/VC	ED:HR	ERMC		Chair ERMC (ED: HR)			
14	PERMISSION TO UNDERTAKE PRIVATE WORK									
14.1		Academic and PASS	Line Manager	ED: HR	Dean/Director:GSB/ED/Director/Registrar/CFO/DVC/VC					
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							
15	TERMINATIONS (excluding end of contract)									
15.1	Standard Terminations									
	15.1.1	Standard terminations (resignation, normal and early retirement) of VC, DVC	Chair of Council	ED: HR	Council	PC	ED: HR or nominee			
	15.1.2	Standard terminations (resignation, normal and early retirement) Dean/ED/Registrar/CFO	VC/DVC	ED: HR	DVC/VC/Chair of Council or Council	PC	ED: HR or nominee			
	15.1.3	Standard terminations (resignation, normal and early retirement) for all academic and PASS staff	Line manager	ED: HR	Dean/Director:GSB/ED/CFO/Director/Registrar/DVC/VC or nominee	PC	ED: HR or nominee			
15.2		Incentivised early retirement	Dean/Director:GSB/ED/Director/CFO/Registrar/DVC/VC	ED: HR	VC, Remuneration Committee of Council (RemCom)	PC	ED: HR, VC			
15.3		Deferred retirement	HOD and Dean/Director:GSB	ED: HR	VC with input from DVC	PC	DVC, VC			
15.4		Dismissal (poor performance, ill health)	Chairperson of the Hearing	ED: HR	ED: HR	PC	ED: HR or nominee			
15.5		Dismissal (misconduct)	Chairperson of the Hearing	ED: HR	VC or nominee	PC	ED: HR or nominee			

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16	SEVERANCE AND DISPUTE / SETTLEMENT PACKAGES (on retrenchment or in order to settle disputes)							
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	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		ED: HR or nominee	Report to RemCom in annual report	Inform
16.5	Settlement from R500,001 to R800,000	ED: HR	ED: HR or nominee	VC		ED: HR or nominee	Report to RemCom in annual report	Inform
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		
17	APPOINTMENT OF EMPLOYER TRUSTEES OF THE UCT RETIREMENT FUND (UCTRF)							
17.1	UCT/Employer Trustees of the UCT Retirement Fund	VC	VC's Executive Meeting	Council	Council	ED: HR or nominee	Nomination of Employer Trustees as part of the UCTRF elections every four years	Inform
18	APPOINTMENT OF ADVISORY PANEL MEMBERS							
18.1	Policy addressing bullying Advisory Panel appointment	Director: Employee Relations	ED: HR or nominee	ED: HR or nominee		ED:HR or nominee		
18.2	Appointment of disciplinary chairpersons and Case Presenters	Director: Employee Relations	ED: HR or nominee	ED: HR or nominee		ED: HR or nominee		