UCT New Employee Onboarding
Staff Member Resource Guide

About this guide
Let's get started

The UCT New Employee Onboarding Resource Guide provides an overview of key policies, programmes, benefits, and guidelines for staff members at the University of Cape Town (UCT). Staff members play a critical role in supporting the University's academic and operational functions. It outlines expectations for job performance and behavior, ensuring alignment with UCT's mission to excel in research, teaching, and service to our society.

Who should use this guide

This guide applies to UCT staff members across Permanent and Temporary (T1 and T2) employment, categories including:
- Academic Staff
- Professional and Administrative Support and Service (PASS) Staff, including Scientific and Technical Officers
- Managerial and Executive Staff.

Guide navigation features

- Utilise the clickable Contents page for easy access to sections. To return to the Contents page, click on the UCT logo at the bottom left of each page.
- Links to internal and external resources (underlined text and Resource Hub), are provided throughout this guide. You are encouraged to use these resources to stay informed about updates and detailed guidelines.
- The term "line manager" refers to any individual with supervisory responsibilities, regardless of title.

Questions and Additional Information

For any questions not covered in this guide, staff members should:
1. Contact their line manager
2. Visit the UCT Human Resources website for the latest information
3. Reach out to their HR Business Partner or HR team for HR related support.

Disclaimer

While this guide serves as a summary of UCT's employment policies and practices, it does not constitute a contract or guarantee of continued employment. UCT reserves the right to modify policies, benefits, or procedures without prior notice. For the latest updates, visit the UCT Human Resources website or consult with your line manager.

Each faculty or department within UCT may adopt additional policies specific to its operations. Staff members are responsible for familiarising themselves with any additional policies and practices that apply to their roles.

Contents

Our Mission

Let's start with "why"

UCT is committed to engaging with the key issues of our natural and social worlds through outstanding teaching, research and scholarship. We seek to advance the status and distinctiveness of scholarship in Africa through building strategic partnerships across the continent, the global south and the rest of the world.

UCT provides a vibrant and supportive intellectual environment that attracts and connects people from all over the world.

We aim to produce graduates and future leaders who are influential locally and globally. Our qualifications are locally applicable and internationally acclaimed, underpinned by values of engaged citizenship and social justice. Our scholarship and research have a positive impact on our society and our environment.

We will actively advance the pace of transformation within our University and beyond, nurturing an inclusive institutional culture which embraces diversity.

Vision and Mission approved by UCT Council: 10 December 2016

"If you want to go fast, go alone. If you want to go far, go together."

Professor Mosa Moshabela

Vice-Chancellor

Our Vision

Unleash Human Potential to Create a Fair and Just Society

UCT's **Vision 2030** is the result of inclusive and transformative leadership at the University of Cape Town (UCT). It was developed to give expression to UCT's massive transformative purpose – "Unleash human potential to create a fair and just society" – in the core academic functions, the cross-cutting responsibilities of transformation and social responsiveness, and the systems that support and sustain UCT's work. It belongs to and is the responsibility of every member of the UCT community.

There are three pillars (goals) at the core of Vision 2030:

Excellence

Transformation

Sustainability

Our dream is to draw from the extraordinary social and cultural diversity, creativity and capacity for innovation of all our staff and students to contribute to making the 21st century the Afrikan century.

UCT will:
- attract students with exceptional potential from our country, our continent and our world
- offer a transformative and socially engaged undergraduate and postgraduate education
- provide both contact and digitally mediated education
- expand its capacity to offer continuous education and micro-credentials
- produce research that answers the complex problems of today and tomorrow.

UCT's Strategy 2030

Our Values

We commit ourselves to

Institutional culture

- **inclusiveness,** embodying respect for cultural, religious, linguistic, political, and other differences and acknowledgement of the value of diversity in society
- **fairness, consistency, and integrity** in both academic and other work, and in all personal and institutional relationships
- **build on the best of UCT's legacy,** while interrogating the historical values and assumptions that inform our institutional culture and the academic project
- **refrain from speech or conduct that demeans or humiliates people**
- **recognise the value of** the role played by the **professional and administrative support staff** in supporting the academic project and the quality of the student experience
- **advance the principle of collegiality, open governance and to be fully accountable** for our actions, decisions, and the stewardship of the University's resources and mission

Academic values

- **excellence** in research, teaching and innovation
- ensuring that **research informs all our activitie**s including teaching, learning and service to the community
- the importance of **all types of research** from basic to applied and creative
  - **advancing and disseminating knowledge** that addresses the key challenges facing society - South African, continental and global
  - protecting **"curiosity driven research"**
  - nurturing and valuing creativity in the arts including the performing and creative arts
- a **high quality** and **holistic student experience**
- a **culture of learning and development**, which is reflective and is supportive of students, scholars, teachers and PASS staff
- **intellectual honesty**, rigour in debate, openness to alternative ideas and **respect for other views, ways of being, beliefs and opinions**
- promote the **academic interrogation** of boundaries, knowledge traditions and power relations
- promote **academic freedom**, including the creation of spaces for the contestation of ideas
- **advance knowledge about the African continent** and academics on the continent as international thought leaders
- **enable access for academically eligible students** regardless of their financial circumstances

Environment, health and safety, institutional resources

- the **protection and responsible use of the University's assets and resources**, including access to its repositories of knowledge and the stewardship of intellectual property
- the **protection and conservation of the environment and natural resources**
- the **promotion of the health and wellbeing and personal safety** of all members of the community

Statement of Values: Approved by Council 10 December 2016

Our Story in a Timeline

The boys' high school that became Africa's top-rated university.

- **1829 The South African College (SAC), UCT's predecessor, started as a private secondary school for boys in 1829.**

- **1873 The University of the Cape of Good Hope opened, and the SAC began preparing its pupils for tertiary education, moving its junior classes to the newly created South African College School (SACS).**

- **1887 Along with the country, the SAC grew steadily and admitted women for the first time.**

- **1900 The SAC transferred all of its school pupils to SACS, in effect becoming a university college under the University of the Cape of Good Hope.**

- **1918 The new University of Cape Town (UCT) made teaching its first priority with the establishment of five new faculties.**

- **1928 The bulk of UCT's campus moved to the Groote Schuur Estate, and its student body swelled by 65% to over 4 200 students.**

- **1950 While UCT gave increasing support to teaching and research, the apartheid regime barred black students from enrolling without government permission.**

- **1968 The number of black students at UCT fell to 411, from 552 just 10 years earlier. WhenUCT revoked the appointment of a black lecturer, Archie Mafeje, student outrage boiled over, resulting in a nine-day sit-in at the Bremner building.**

- **1969–1985 UCT students increasingly opposed apartheid policies, clashing more directly with police both on and off campus. Despite this turbulent environment, UCT strengthened teaching and research by providing more facilities and new buildings to house them.**

- **1985–2023 The waning of apartheid opened the way for increasingly rapid transformation of the campus community, even before the first democratic elections in 1994. Making a sustainable, positive impact in higher education and society now drives the university's vision. This is supported by three pillars that are the very foundations of the academic project: excellence, transformation and sustainability.**

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

Our Management Structure

UCT's Leadership Lekgotla

UCT's management team (Leadership Lekgotla) is responsible for the leadership of the university as a whole, including the implementation of the strategic goals, the University's overall financial health, the institution's academic standing, as well as transformation and social justice interventions. The management team comprises 23 positions, including the Vice-Chancellor, (VC) three Deputy Vice- Chancellors (DVC's), the Chief Financial Officer (CFO), the Chief Operating Officer (COO), the Registrar, seven Deans, nine Executive Directors (ED's) and the Director of the Graduate School of Business (GSB).

Vice-Chancellor

Professor Mosa Moshabela
Vice-Chancellor & Principal

Executive

Professor Brandon Collier-Reed
Deputy Vice-Chancellor: Teaching and Learning

Professor Jeff Murugan
Acting Deputy Vice-Chancellor: Research and Internationalisation

Professor Elelwani Ramugondo
Deputy Vice-Chancellor: Transformation, Student Affairs and Social Responsiveness

Associate Professor Kathy Idensohn
Interim Registrar

Mr Vincent Mohau Motholo
Chief Financial Officer

Mr Richard van Huyssteen
Acting Chief Operating Officer

Deans

Associate Professor Kasturi Behari-Leak
Dean: Centre for Higher Education Development

Professor Danwood Chirwa
Dean: Faculty of Law

Dr Catherine Duggan
Director: Graduate School of Business

Professor Suki Goodman
Dean: Faculty of Commerce

Associate Professor Lionel Green-Thompson
Dean: Faculty of Health Sciences

Professor Shose Kessi
Dean: Faculty of Humanities

Professor Aubrey Mainza
Dean: Faculty of Engineering & the Built Environment

Professor Hussein Suleman
Dean: Faculty of Science

Executive directors

Ms Sarah Archer
Executive Director: Development and Alumni

Mr Pura Mgolombane
Executive Director: Student Affairs

Ms Juliet Mhango
Executive Director: Human Resources

Ms Libo Msengana-Bam
Executive Director: Communication and Marketing

Dr Linda Mtwisha
Executive Director: Research

Mr Mughtar Parker
Executive Director: Properties and Services

Ms Ujala Satgoor
Executive Director: University Libraries

Mr Richard van Huyssteen
Executive Director: Information and Communication Technology Services

UCT Management

Governance

Institutional decision-making

The University of Cape Town is a community of thousands of different people – more than 28 000 students served by almost 5 000 staff members. Managing such a community and all its needs, as well as meeting our institutional legal requirements, involves the efforts of a committed network of working groups, faculties, departments and governance structures. We are strengthened by the core values that we share, as well as our respect for differences of opinion and the need to discuss the various points of view to be considered in every decision.

Council

The UCT Council has governance oversight of the mission, objectives, goals, strategies and policies for the progress of the institution. The Higher Education Act specifies that Council has a maximum of 30 members, of whom 60% must be external to the university.
The UCT Council:
- governs the university in terms of the Higher Education Act
- has the responsibility of maintaining and ensuring a financially secure, healthy and viable environment
- accounts for all policy decisions taken at UCT, including the submission of the required report to the Minister of Higher Education.

Institutional Forum

As required by the Higher Education Act, the Institutional Forum advises the UCT Council on issues affecting the university. The forum is made up of members elected or appointed by Council, Senate and the vice-chancellor; members elected by the recognised staff bodies; and student members elected by the SRC.
The forum's mandate includes:
- advising Council on issues affecting the university issues of transformation
- the procedures for the appointment of candidates to senior management positions.

POLICY

UCT'S VISION

UCT is an inclusive and engaged research-intensive African university that inspires creativity through outstanding achievements in learning, discovery and citizenship; enhancing the lives of its students and staff, advancing a more equitable and sustainable social order and influencing the global higher education landscape.

STUDENT GOVERNANCE

ACADEMIC

Student governance

Student governance at UCT includes the role of the Students' Representative Council (SRC), the Student Parliament, and the individual student faculty councils, each working in partnership with the Department of Student Affairs.
The range of activities extends to:
- SRC and student faculty council elections
- induction of and handover to elected student leaders
- strategic planning programme of the SRC
- re-admission and appeals committee training workshop
- Emerging Student Leaders Programme

Senate

The UCT Senate organises and controls the teaching, curricula, syllabuses, examinations and research activities of the university. Senate also carries out the additional functions assigned to it by Council and is accountable to the Council for the performance of these functions.
At the beginning of 2017 its membership totalled 365 members, including:
- the vice-chancellor and deputy vice-chancellors
- deans and deputy deans
- heads of departments
- the professors
- twelve members elected by the academic staff
- four members elected by the PASS staff
- six students elected by the SRC
- two members of the Council
- up to 35 co-opted members.
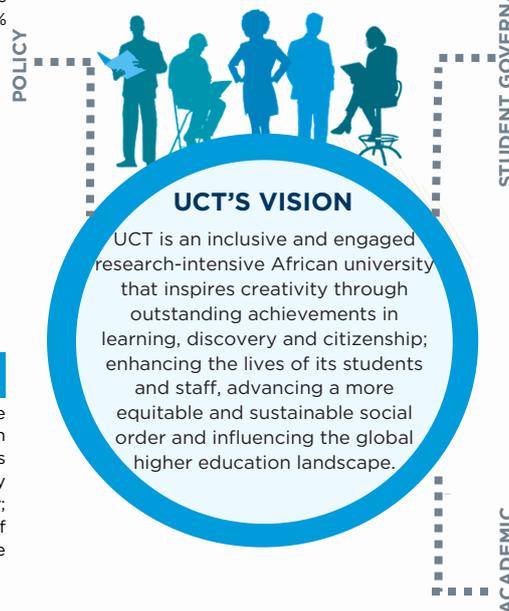
Download Fact Sheet

Committee structures
UCT committees and groups are organised in clusters, giving expression to the principles of simplicity, accountability and defined responsibilities. There are clusters for Academic Management, Audit and Risk, Human Resources, Information and Communication Technology, Finance, Strategy and Institutional Planning, Student Development, Research, and Properties and Services.
- **Project groups** are temporary task groups convened from any appropriate part of the university to provide expert advice to the formal, decision-making committee systems.
- **Working groups** add value to the formal decision-making committee system, and they deal with generic issues, or sets of issues.
- **Management advisory groups** are primarily concerned with aiding lateral approaches to management processes and interventions.

What to Expect

"Umuntu ngumuntu ngabantu" -
"I am what I am because of who we all are".

UCT has a vibrant, diverse, cosmopolitan community. Our staff and students come from many different communities in South Africa, as well as more than 100 countries across Africa and the rest of the world. Every person has something to contribute to UCT's quality and growth, and our goal is to ensure that everyone feels at home during their time here.

UCT is a community of exceptionally talented students, teachers and researchers – and a wide range of professional, administrative support and service staff – all of whom are committed to help change this world for the better.

We encourage one another to work hard, not only to earn degrees or public recognition, but also to be leaders in this increasingly changing world.

Despite the many challenges we face as a university and a country, we believe that this is a great time to be at UCT. This is a time that offers the prospect of making real change happen.

Our Conduct Standards
UNIVERSITY OF CAPE TOWN CODE OF CONDUCT

This code of standards outlines and provides for conduct, actions and or omissions that warrant disciplinary action by the University of Cape Town.

ACTS OF MISCONDUCT

Whilst the below list is not an exhaustive list, UCT recognises the following instances as misconduct, which, depending on the circumstances, may result in the termination of an employee's employment.

- Dishonesty;
- Falsification of any documents, claim forms or records;
- Wilful damage of UCT property;
- Unauthorised possession of, removal, or attempts to remove from UCT premises, property belonging to UCT, employees, customers, visitors or students;
- Theft / unauthorised use/possession of UCT property;
- Disclosing confidential information, other than a disclosure contemplated by the Protected Disclosure Act 26 of 2000, belonging to the employer that relate to his/her duties;
- Unauthorised absence from work;
- Incompetence, negligence or gross negligence in the performance of duties;
- Drunkenness and intoxication while on duty or when reporting for duty;
- Failure of an employee to notify their employer about their absence;
- Participation in or incitement of unprotected industrial action or labour unrest;
- Sexual or racial harassment or violence;
- Intimidation of employees, clients or visitors or students;
- Victimisation of employees, clients or students;
- Insubordination or insolence;
- Assault , and attempted or threatening assault;
- Disregard of or wilfully failure to carry out a lawful order given by an authorised person;
- Use of abusive language;
- Conflict of interest;
- Knowingly giving false evidence;
- Operating a scheme aimed at lending money to fellow employees for which interest is charged;
- Failure to comply with UCT policies and procedures;
- Making false accusations against an employee with intention to annoy, embarrass or harm the employee or in bad faith; or
- Failure by any line manager to institute disciplinary action where it is warranted.

The list of offences stipulated in the Code of Conduct is not exhaustive but merely a guideline for disciplinary action applicable to certain offences.

- Where an employee is found guilty of misconduct, such misconduct may warrant the imposition of a disciplinary sanction.
- The severity of the disciplinary sanction will depend on the circumstances of each case and mitigating, and aggravating circumstances will be taken into account.
- The appropriateness of the sanction will also depend on the impact of the act of misconduct on workplace relationships

Code of Conduct, Annexure A

Our Benefit Offerings
Something for everyone

At UCT, we are committed to supporting our staff members with competitive remuneration packages as well as a comprehensive range of benefits designed to enhance well-being, professional growth, and work-life balance. UCT is dedicated to creating an environment where our people are able to thrive personally and professionally while contributing to the institution's pursuit of excellence.

Leave Benefits:	Comprehensive leave options, including annual leave, parental leave, and study leave. **PASS Leave** | **Academic Leave**
Retirement and Financial Planning	Retirement savings plans and financial advisory services to help secure your future. **UCTRF** | **Retirement Financial Planning**
Health and Wellness	Access to medical aid cover, on-site clinics, pharmacy, counselling, employee assistance programs, family planning and wellness initiatives to support physical and mental health. **Healthcare** | **Counselling** | **Family Planning** | **Primary Healthcare Clinic** | **UCT Lifestyle Challenge** | **UCT Employee Health & Wellness Programme (EHWP)**
Professional Development & Learning	Opportunities for formal education for you and your family through our staff tuition benefit, training, skills development, and access to LinkedIn Learning to grow your career. **Staff Tuition Benefit** | **UCT Online High School Tuition Benefit** | **Staff Education Bursary Scheme** | **Learning and Development** | **Linked-In Learning** | **SuccessFactors Learning** View and create your **Personalised Learning Plan**.
Lifestyle	Discounts on gym memberships, access to world-class sports facilities, and accommodation and dining benefits at UCT-affiliated venues. **UCT Gym** | **Sports Science Institute of South Africa (SSISA** | **Sports Clubs** | **Protea Hotel Waterfront Breakwater Lodge** | **Stay&Connect**
Community and Social Networks	UCT staff can join a variety of clubs and societies, Although these are positioned as student offerings. staff are also welcome to explore interests, network, and engage in hobbies. From sports and arts to cultural and professional groups, there's something for everyone to enjoy and connect with others on campus. **Societies and Organisations**

Our Benefit Offerings
and the list continues....

Restaurants, cafeteria's and coffee shops	Whether you're looking for a quick coffee break, a casual lunch spot, or a sit-down dining experience, UCT's campus has it all conveniently located for staff to relax and recharge. **Food&Connect	Baxter Restaurant	Jean's Kitchen**
Knowledge Resources	Whether you're conducting research, staying updated with the latest news, or looking for leisure reading, UCT libraries and PressReader are valuable tools to enrich your professional and personal interests whereas UCT's Gartner subscription provides access to support strategic planning, research, and decision-making in business and technology. **UCT Library	PressReader	Gartner at UCT**
UCT Educare	UCT Educare offers quality early childhood care and education for the children of staff and students. With qualified educators and a safe, stimulating environment, it ensures children are engaged and cared for during working hours, giving parents peace of mind. **UCT Educare**
Theatre and museum	UCT's theatres and museum provide staff with access to vibrant cultural and artistic experiences. From captivating performances at campus theatres to rich exhibitions at the museum, these spaces offer opportunities to explore creativity, history, and innovation right on campus. **Baxter Theatre	Little Theatre	Irma Stern Museum**
Social Assistance	The Social Assistance Unit at UCT supports staff with access to housing loans and subsidies, healthcare services, financial and legal aid, and social grants. Staff can also benefit from preferential banking rates from major banks, funeral and insurance cover options. Additional perks also include loyalty programs from Sanlam and Momentum. **Social Assistance**
Recognition	UCT recognises the exceptional contributions of its staff through various awards that celebrate excellence in teaching, research, leadership, and service. Key awards include the Distinguished Teacher Award, honoring outstanding educators, and the Long Service Awards, recognising staff with significant tenures. Other awards focus on innovation and mentorship across faculties, highlighting staff who positively impact the university community. For full details on nomination processes and eligibility, visit the UCT HR website for more information. **Distinguished Teacher Awards	UCT Staff Awards	Long Service Awards	Vice-Chancellor's Excellence Awards**

Arrival and Parking
Navigate with ease

UCT Shuttle

UCT has its own bus service called the UCT Shuttle and is free to all UCT students and staff on presentation of your valid staff card. UCT Shuttle's run to a strictly controlled schedule. Each bus is fitted with a monitoring system that allows its location to be constantly checked. The scheduled service is available on weekdays, weekends and holidays, during both term time and vacations. It also includes a late-night service.

The UCT Shuttle app can be downloaded for Android and iOS. To access the app use your standard issued UCT system login details (staff number and current password).

Minibus taxis

Minibus taxis pick up and drop off passengers along virtually every main route in the city. The Mowbray and Claremont UCT Shuttle stops are a few steps away from minibus taxi hubs, and there are multiple stops near some UCT residences

Trains

Cape Town's rail service fans out across the city. The southern line stops at Mowbray, Observatory, Rosebank and Rondebosch stations – all within walking distance of UCT's lower, middle and upper campuses.

Fare details and timetables

Campus parking

Staff who wish to park on any University campus must purchase a parking disc for an annual fee from the Traffic Office on the Upper Campus Madiba Circle Road. Those based at the Medical School should contact the Traffic Office in the front of the Barnard Fuller Building upfront, as parking is limited.

- Red or yellow bays are allocated to all staff. Please refer to the application form (TA01) for information about applying for a parking disc.
- All staff with disabilities who have met the criteria issued by the disability service, may purchase a red parking disc endorsed as disabled, for an annual fee. This allows them park in a disabled bay. Disabled parking discs are available through the Disability Service.

Campus maps

Your First Day
Start strong, settle In

We are delighted to have you join our community and are here to ensure you feel supported as you begin your journey with us. This day is all about familiarising yourself with UCT's environment and values, connecting you with colleagues, and introducing you to the inspiring work happening across campus. We know there is a lot to absorb and we have all been new to UCT. We encourage you to ask questions (there are no silly questions) as you settle in. Colleagues are here to support you, and are always happy to help with any information or guidance you may need.

01 **Arrival, meet and greet**
As part of your first day at UCT, your line manager will arrange a welcome meet-and-greet with you. Your line manager is here to support you, provide guidance, and ensure you feel right at home as you settle in.

02 **Access to campus**
To help you get started, you can collect your UCT staff identity card at the Access Control Office, located in the new Properties and Services Building, just above the Traffic Office on Upper Campus. The office is open from 08:00 to 16:30 on weekdays. When you visit, please bring along a form of ID, such as your RSA ID document, driver's licence, passport, or proof of employment.
Should you be using your private vehicle to access campus, You may also want to use the opportunity to hand in your TA01 parking disk application form while you are already at upper campus. You may also e-mail this form if not wanting to pay upfront.

03 **Office tour**
An office tour and introductions to your new colleagues will be arranged and will be done by your Induction Facilitator or line manager. This is a great opportunity to get familiar with the office, including health and safety procedures, meet the team, and learn about the people and roles that make up our community and give you a sense of how we work together to support each other.

04 **Your workstation**
As a new member of UCT staff, your line manager will ensure your workspace is set up and ready for you. This includes providing a computer workstation with standard UCT software, arranging a working network or wireless connection, and equipping you with a headset and extension number for calls via Microsoft Teams. Your contact details will automatically be added to the UCT central directory. Ensure that your information is updated at all times as this will be accessible to colleagues. Additionally, they will confirm that you have access to a printer, so you're fully prepared to hit the ground running. Use the ICT Checklist and ICTS Staff Guide for assistance and ensure that you have watch the ICT Services at UCT - Orientation Video.

05 **Onboarding Administration Forms**
Completing all onboarding forms is crucial for a seamless start. Please make sure to finish any outstanding forms and submit them promptly. This will guarantee access to essential resources and systems from day one, making your integration into UCT much smoother. Use the Onboarding Administrative Form Checklist to ensure that you have completed all the necessary documentation.

Occupational Health, Safety and Environment (OHSE)

Safety first, together - creating a secure and healthy workplace for everyone

At UCT, your health and wellbeing matters. Whether you're working on campus or remotely, our OHSE Division is here to support you in creating a safe, healthy, and productive work environment.

What You Need to Know

Essential Resources & Training

Start your journey with confidence by exploring key topics like:

- Health & Safety Induction (compulsory for all staff) & Safety Laws
- UCT's Health & Safety Policy

Access short, informative recordings and complete your role specific online induction via SuccessFactors Learning under OHSE Course Offerings.

Policies & Emergency Procedures

- Review UCT's Health & Safety Procedures
- Learn about Emergency Preparedness across campus
- Note that all UCT premises are **non-smoking zones** in line with the UCT Smoking Policy.

Injuries & Emergencies

Know what to do if something goes wrong:

- Browse the Injury on Duty FAQs and **Forms** for guidance.
- In case of emergency, contact Campus Security Services at:
  - Ext. 2121 / 2222 / 2223
  - They're trained in basic first aid and will coordinate emergency services.

Occupational Health Clinic

Need a health check or support?
Book an appointment by emailing ps-assist@uct.ac.za.

Your Role in Safety

Your proactive involvement helps keep UCT safe for everyone. Whether it's reporting hazards, completing training, or simply staying informed, your contribution makes a difference.

If you have questions or need support, don't hesitate to reach out to the OHSE Division.

The Office for Inclusivity and Change

Shaping society and inspiring change

The Office for Inclusivity & Change (OIC) at UCT addresses transformation, sexual and gender-based violence (SGBV), disability, and cultural change. Their vision is to create an inclusive environment where change is celebrated. The OIC's mission includes providing support and promoting collaborative leadership through evidence-led inclusivity programs focusing on curriculum, disability services, cultural change, SGBV prevention, policy, and research.

Disability Service

The Disability Service is dedicated to removing obstacles faced by disabled students and staff at UCT. This includes providing reasonable accommodations such as:

- Workspace adjustments
- Assistive devices
- Accessible transport
- Disabled parking
- Access to the built environment
- Sign-language interpreters

Additionally, the service addresses policy, informational, and attitudinal barriers to support the community through special orientation and induction and training and developmental initiatives.

Should you require any assistance or accomodation contact your line manager or contact Disability services directly: 021 650 2427/ e-mail: disabilityservice@uct.ac.za

Institutional Culture Initiatives

The OIC is dedicated to integrating social justice themes into the core curricula, enabling both students and staff to engage critically through culture-change processes, training, and tailored interventions, both groups are equipped with the necessary skills and knowledge to foster understanding and engagement.

The following training will be assigned to you on SuccessFactors Learning and must be completed within the first 12 months of joining UCT:

Months 1-3
- Sexual Misconduct Training
- Disability Services for Teaching, Learning, and Research

Months 4-6
- Critical Diversity Training
- Unconscious Bias Training

Months 7-9
- Anti-Racism Policy Training
- Employment Equity Training

Our Policies
We are all responsible

Please note that this is not an exhaustive list of all policies and procedures in effect. Instead, it highlights those that are particularly relevant during the initial phase of your employment. By engaging with these policies, you are taking an important step in understanding your rights, responsibilities, and the values that guide our institution. Note that additional policies may apply depending on your role, department or faculty, and specific circumstances.

Occupational Health, Safety and Environmental (OHSE)

Transformation

Human Resources

- **Anti-Racism**
- **Sexual Misconduct**
- **Bullying**

Information Technology

Mediation

Finance

Whistleblowing

Fraud and **Risk Management**

Research

Teaching and Learning

Social Responsiveness

Privacy and Data Protection

Conflict of Interest

Resource Hub
Check it out

- **UCT Acronyms**
- **Campus Communications**
- **Fact Sheets**

- **HR Employee Self-Service**
- **HR Employee Self-Service - Help**

- **ICTS Service Desk**
- **E-mail signatures**

Conditions of Service
- **Academic**
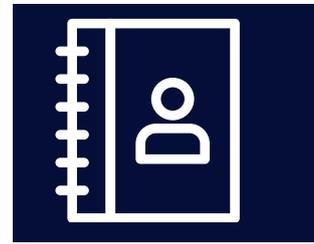- **PASS**

Performance Management
- **Academic**
- **PASS**

- **HR SuccessFactors learning**
- **UCT Competency Framework**

Staff Learning Programme
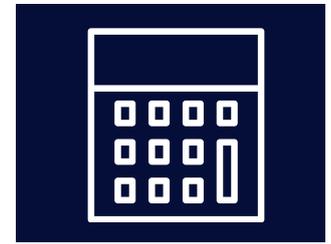
Cost of Employment and Ranges
- **Academic**
- **PASS**

- **Staff Directory**
- **UCT Organisational Chart**

- **Campus Maps**
- **Virtual Campus Tours**

Understanding your UCT Payslip

COE Calculator

Buildings, Departments and Offices

Emergency Contacts

UCT Administrative Forms

Staff Bodies

Onboarding Administrative Forms

Checklist

Ensure that you have certified copies of your ID, Valid Passport, drivers licence, qualifications, proof of banking and proof of medical aid membership as a dependant (if applicable) which may be required when submitting forms.

New appointments **without** a tax number who have a valid South African ID will be required to register for their tax number via the SARS website.

NOTE: BEFORE YOU CAN BE PAID, ALL FORMS RELATING TO YOUR APPOINTMENT MUST BE RETURNED TO THE HR PERSON RESPONSIBLE FOR PROCESSING YOUR APPOINTMENT (SEE LETTER OF APPOINTMENT).

General

☐ **Personal Credential Disclosure Form (MIE Form)**

HR101 - Personal Details

HR136 - HEMIS Data Collection

UCT Staff Declaration of Interest Form
(e-form on ServiceNow - log in with UCT credentials)

INS04 - Assets all risk - staff transit insurance
(Note: only if relocating to Cape Town and subject to approval)

Parking

TA1 - Staff parking application & renewal form

TA2 - Staff parking – Change of / additional vehicle

The UCT Benefit Information Sessions for new staff are held on the first Monday (for PC01-P08, In-person, 10h00 - 14h30) or Tuesday (for PC09+ and Academics, MS Teams, 10h00 - 12h00) of every month
Watch the UCT Benefit Information Session recording if you are unable to attend on the days scheduled.

Healthcare

HR301 - Discovery Health – Application to transfer an existing member to an employer group

HR302 - Discovery Health - Application to join as part of an employer group
(Note: Only applicable if joining within the first 90-days of appointment)

HR303 - Discovery Health - Applying to become a member (full application) Application for membership - with medical disclosure
(Note: To be used if joining after the first 90-days of appointment)

HR304 - Kaelo - New membership & Addition of Dependents form
(Note: Only applicable to staff on T2 or permanent conditions in PC2-6)

Declaration of Medical Aid Membership as a dependant (Check with Appointment Officer)

Gap Cover

AMBLEDOWN 2025 (PSG) - UCT Application form

Retirement

Watch the New Member Forms video for an explanation on how to complete the retirement fund forms below.

UCTRF Separate Group cover conversion to individual policy

HR150 - UCTRF Investment Choice Form

HR151 - UCTRF Nomination of Beneficieries

HR154 - UCTRF Death Cover Options

HR213 - UCTRF Family Funeral Cover - Opt Out Form

Notes

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