



**CONDITIONS OF SERVICE FOR EMPLOYEES OF THE
UNIVERSITY OF JOHANNESBURG**

EFFECTIVE DATE: 1 January 2006

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Custodian	Executive Director: Human Resources
Responsible Division	Human Resources
Status	Approved
Approved by	Council (Employment Conditions Committee of Council)
Date of approval	11 November 2005
Amendments	C1 (1) Accumulated Leave B7 Tuition Fees D41 Relocation Expenses Policy C8 Compassionate leave (family responsibility leave) - Paternity Leave C6 Maternity Leave and C9 Paternal Leave C1 Vacation Leave – Statutory Leave
Dates of amendments	23 November 2012 17 March 2016 19 April 2016 14 June 2018 21 March 2021
Review date	2023

Related documents

UJ documents (e.g. Policies, Regulations, Guidelines, Contracts)	Other
	<ul style="list-style-type: none"> • Constitution of South Africa Act 108 of 1996 • Basic Conditions of Employment Act (BCEA), Act 75 of 1997. • Labour Relations Act (LRA); Act 66 of 1997 as amended • Employment Equity Act (EEA), Act 55 of 1998.
Stakeholders affected by this document (units and divisions who should be familiar with it):	<ul style="list-style-type: none"> • All staff • Unions
Website address of this document:	Intranet

D40 Recruitment, Selection and Placement Policy

1. Introduction

- 1.1 The quality and sustainability of the University depends on competent, efficient, committed and motivated employees.
- 1.2 The University will therefore always attempt to recruit, select, appoint, place, retain and promote the best available employees.

2. Definitions and interpretation

- 2.1 In this Policy, unless the context indicates otherwise –
 - 2.1.1 “**effective date**” means the date of coming into operation of the harmonised conditions of service of the University of Johannesburg
 - 2.1.2 “**Policy**” means this Recruitment, Selection and Placement Policy.
- 2.2 In this policy, unless inconsistent with the context, words referring to any one gender shall include a reference to the other genders; the singular shall include the plural and *vice versa*; and natural persons shall include artificial persons and *vice versa*.
- 2.3 Paragraph headings are inserted for convenience only and may not be used in the interpretation of this Agreement.
- 2.4 If any provision confers any right or imposes any obligation on any party, then notwithstanding that it is only in the interpretation paragraph, effect must be given to it as if it were a substantive provision.
- 2.5 For the purposes of this policy only, family relations is defined as an employee’s spouse, fiancée, parent, adoptive parent (by law or otherwise), grandparent, child, adopted child (by law or otherwise), grandchild, brother or sister, niece, nephew, cousin and all family-in-law that fall within these same categories. (As updated after consultation at the CPSF on 5 October 2006)

3. Application

- 3.1 This Policy applies to all employees of the University.

4. Values

- 4.1 The recruitment, selection and placement policy of the University is founded upon the following values:
 - a) The quality and sustainability of the University depends on competent, efficient, committed and motivated employees.
 - b) As an institution devoted to the promotion of intellectual and entrepreneurial endeavour, the University considers its employees and the intellectual capital they represent as its most important resource.
 - c) The University’s human capital represents its biggest competitive edge.

5. Policy

- 5.1 The University uses a professional, transparent, objective, fair and just approach in the recruitment, selection and placement of employees.

6. Principles

- 6.1 The University will always attempt to recruit, select, appoint, retain and promote the best available employees in order to promote academic, professional and administrative excellence.
- 6.2 The University rejects unfair discrimination, whether direct or indirect, on all listed grounds, including but not limited to, race, sex, marital status, religion or creed, age, pregnancy, culture, language, sexual orientation and HIV status.
- 6.3 The University strives to have an employee composition that reflects the demographic and cultural profile of the University’s student composition, as well as the regional and national demographic realities.

- 6.4 When vacant posts are filled, preference will be given to merit candidates from the designated groups according to statutory provisions.
- 6.5 The designated groups are black people (including “Africans”, “Coloureds” and “Indians”), women and people with disabilities.
- 6.6 These measures will be taken into account when drafting the University’s Employment Equity Policy and Plan as prescribed by statute.
- 6.7 Selection and placement are performed through a professional and transparent approach taking into consideration:
- a) employment equity strategies and/or policy;
 - b) the needs of the specific environment in which the vacancy exists;
 - c) the availability of suitable candidates with the required knowledge, skills, attributes, qualifications, experience or, where appropriate, potential, on the understanding that no candidate will ever be excluded purely based on a lack of experience;
 - d) fairness, and
 - e) objectivity.
- 6.8 All aspirant candidates who are not South African citizens are required to produce a relevant residence permit or work permit before they can be considered for employment, and exceptions to this principle may only be dealt with via the relevant policy.
- 6.9 A restriction is placed on the appointment of any family relations in the same Division / Department / School / Centre/Bureau, including permanent, contract and temporary employees, as well as student assistants.
- 6.10 Any deviation from the principle of non-appointment of any family relations will be considered by the Management Executive Committee only in highly exceptional circumstances, on the grounds of a well- motivated recommendation.
- 6.11 Existing practices with regard to permanent employees’ family relations who were employed by the University prior to the effective date will be maintained.
7. **Effect of non-compliance**
- 7.1 Any non-compliance with this policy will be dealt with in terms of the normal institutional governance and management processes.