



**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

D31 Policy for the Recruitment of International Employees

1. Preamble

- 1.1 From time to time, the University finds it necessary to recruit specialist employees from outside the country.
- 1.2 This policy sets out the criteria that must be met prior to recruiting and appointing a foreign national.

2. Definitions and interpretation

- 2.1 In this Policy, unless the context indicates otherwise –
 - 2.1.1 “**effective date**” means the date of the coming into operation of the harmonised conditions of service for the University of Johannesburg;
 - 2.1.2 “**Policy**” means this Policy for the Recruitment of Non-South African Residents;
 - 2.1.3 “**International employee**” means any individual that is not a citizen or a permanent resident of South Africa;
 - 2.1.4 “**scarce skills**” include the skills required for key academic positions, specialist management or specialist technical staff.
- 2.2 Paragraph headings are inserted for convenience only and may not be used in the interpretation of this Agreement.
- 2.3 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.

3. Application

- 3.1 This Policy applies to all potential employees that are non-South African residents and that meet the definition of scarce skills.

4. Policy

- 4.1 Should no suitable South African citizen or resident be found for a position following an advertising process, non-South African residents may be considered for positions that require scarce skills.
- 4.2 The University needs to demonstrate to the Department of Home Affairs that the regulations for the appointment of non-South African residents are followed.
- 4.3 The University auditors will submit an application to the Department of Home Affairs on behalf of the University for the granting of a work permit for the candidate.
- 4.4 The costs of the above will be borne by the Faculty/Department/Division where the new recruit will work, or from other funds as approved by the Management Executive Committee.
- 4.5 As the recruitment of non-South African residents is a rare occurrence, each application for relocation costs will be considered on its merits and will be funded from central discretionary funds.
- 4.6 Non-South African residents will be required to sign an appropriate contract with the University to cover their relocation expenses.
- 4.7 Employees who leave before the expiry of their contract period will be required to pay back a *pro rata* amount of their relocation costs.

5. Effect of non-compliance

- 5.1 Any non-compliance with this policy will be dealt with in terms of the normal institutional governance and management processes.