



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

EFFECTIVE DATE: 1 January 2006

Document number	7P/7.1
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

D9 Working hours

1. Academic employees

- 1.1 Academic employees are normally required to work a minimum of eight hours per working day, excluding lunch times, five days per week – on and off campus.
- 1.2 Taking into account the specific needs, practices and circumstances of the relevant Faculty and the respective Departments in that Faculty, as well as the interests of employees and students, the Faculty Board decides on the minimum number of hours per week during which academic employees must be office-bound.
- 1.3 This time on campus is required *inter alia* for:
 - a) contact with students;
 - b) teaching and/or assessments (which may be during mornings, afternoons, evenings or even on Saturdays);
 - c) consultation times (e.g. student queries, handling of student problems);
 - d) Departmental or University administration;
 - e) meetings and committee work for the University;
 - f) research and publication activities;
 - g) participation in community development projects.
- 1.4 In setting the guidelines for on- and off-campus working hours, the Faculty Board must take into account the importance of offering academic employees the opportunity to undertake research, carry out community service, prepare for lectures and complete assessment activities undisturbed, outside office hours and in the most productive manner.
- 1.5 Tea breaks for academic employees are left to the Heads of Departments of individual employees to make their own arrangements.

2. Research employees

- 2.1 Research employees work a five-day week of 40 hours, which excludes lunch breaks.
- 2.2 Normal working hours are from 07:30 to 16:00 or 08:00 to 16:30 (as regulated by line managers).
- 2.3 Thirty minutes is allowed for lunch to be taken at a time to suit the Department concerned (normally between 13:00 and 13:45).
- 2.4 Research employees will be allowed a 15-minute tea break (morning and afternoon).

3. Specialist/Support Professional employees (in the Academic Development and Support Division) ⁹

- 3.1 Specialist/Support Professional employees (in the Academic Development and Support Division) work a five-day week of 40 hours, which excludes lunch breaks.
- 3.2 Normal working hours are from 07:30 to 16:00 or 08:00 to 16:30 (as regulated by line managers).
- 3.3 Thirty minutes is provided for lunch to be taken at a time to suit the Department concerned (normally between 13:00 and 13:45).
- 3.4 Specialist/Support Professional employees in the Academic Development Support Division) will be allowed a 15-minute tea break (morning and afternoon).
- 3.4 A total of four non-accumulative hours per month time off work may be taken by specialist / support professional employees in consultation and with the approval of their line managers. This shall only be taken in environments where the standard 30-minute lunch break is strictly adhered to and is not applicable to employees working shifts within the Protection Services Division (CPSF 24 August 2006).

⁹ *The Council of the University of Johannesburg has resolved that all ADS staff who perform academic, research or academic support services are linked to the HEMIS category 3: Specialist/Support professionals.*
Approved by Council: 13 June 2013

4. Support employees
(As amended after the 2006 substantive negotiations)

- 4.1 Support employees work a five-day week of 40 hours, which excludes lunch breaks.
- 4.2 Normal working hours are from 07:30 to 16:00 or 08:00 to 16:30 (as regulated by line managers).
- 4.3 Thirty minutes is provided for lunch to be taken at a time to suit the Department concerned (normally between 13:00 and 13:45).
- 4.4 Security employees work in shifts arranged with employees by the Head of Security, in accordance with current legislation. (Also see separate policy regulating this matter.)
- 4.5 Support employees will be allowed a 15-minute tea break (morning and afternoon).
- 4.6 A total of four non-accumulative hours per month time off work may be taken by Support employees in consultation and with the approval of their line managers. This shall only be taken in environments where the standard 30-minute lunch break is strictly adhered to and is not applicable to employees working shifts within the Protection Services Division (CPSF 24 August 2006).