



## Policy on Staff Accommodation on Campus

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<b>Related documents</b>	
<b>UJ documents</b> (e.g. Policies, Regulations, Guidelines, Contracts)	<b>Other</b> (e.g. Legislation, DHET directives and guidelines) ..... ..... ..... ..... .....
<b>Stakeholders affected by this document (units and Divisions who should be familiar with it):</b>	All employees
<b>Website address of this document:</b>	Intranet

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## **1. POLICY STATEMENT**

The University of Johannesburg, as part of the recruitment and retention strategy, provides rental accommodation on and around campus to new permanent academics, visiting academics/research fellows, post-doctoral fellows as well as new senior permanent support employees.

In exceptional cases, areas such as the Operations environment may need temporary campus accommodation for employees on shift and standby work.

This Policy excludes employees whose functional responsibility lies with managing student residences.

Access to university accommodation is not a condition of employment and is extended to employees as a benefit subject to availability. The period of occupancy is normally for a maximum period of six (6) months, but can, in exceptional circumstances, be extended to a maximum period of twelve (12) months.

## **2. PURPOSE**

The purpose of this policy is to establish clear guidelines and procedures for accessing and managing the range of the university's rental accommodation made available to employees creating a single source for information and regulation.

## **3. OBJECTIVES**

The objectives of this policy are to regulate access to and management of short to medium term transit accommodation for employees.

## **4. APPLICABILITY**

The provisions of this policy shall apply to the following;

- new permanent academics,
- short term visiting academics, research fellows, post –doctoral fellows,
- new senior permanent support staff members of the University of Johannesburg who fall within Peromnes levels 5 and below.
- Existing employees in exceptional environments such as the Operations Division who are on shift or standby work

## **5. TERMINOLOGY**

## 5.1 Definitions and clarifications

Employee	Refers to a person employed and remunerated by the University of Johannesburg.
Employer	Refers to the University of Johannesburg.
Line Manager/ Management	Refers to the management of a specific line function within Faculties and Divisions.
HR Business Partner	The Human Resources Division consultant to the UJ Faculties/Divisions
Short-term/Transit accommodatio	Rental accommodation offered up to six months for permanent academic / support staff who have accepted an appointment before having found permanent accommodation in Gauteng/Johannesburg. In exceptional cases this transit accommodation may be provided for periods of up to twelve months.

## 6. AUTHORISATION

- 6.1** This Policy is regulated by the provisions of section 39 of the *Basic Conditions of Employment Act* (BCEA).
- 6.2** It is the responsibility of the applicable line manager and of the Human Resources Division to ensure that access to campus accommodation that is made available to employees is justified, and is applied and managed within the scope of the policy.

## 7. POLICY PROVISIONS

### 7.1. Conditions for employee access to campus accommodation

#### 7.1.1. Authority

The responsibility to seek approval for access to campus accommodation starts with the line manager together with the Human Resources Business Partner, and final approval on confirmation of availability of required accommodation rests with the Executive Director: Human Resources. The following factors should be taken into consideration in the motivation seeking approval:

- (i) the circumstances which necessitate the requirement for use of short term/transit campus accommodation. Priority for staff accommodation is for new academic permanent staff relocating to Johannesburg and for and visiting academics/researchers.

- (ii) confirmation of the availability of the required type of temporary staff accommodation and indication of the location
- (iii) indication of the exact duration for which accommodation will be needed (for an initial period of no more than six months, further extension requires another motivation a month before end of the tenancy)
- (iv) the confirmation of the responsible party for required rental payments to be deducted from the employee's monthly salary.

7.1.2 If the employer authorises access to campus accommodation for employees, it will be ensured that:

- (i) a fair and transparent process for approval of access to staff campus accommodation is conducted,
- (ii) no person is continuously advantaged over others by repeated approvals for extensions,
- (iii) a strict regulatory process is in place,
- (iv) the quality of accommodation provided adheres to legislated health and safety standards.

## **7.2 Tenancy Agreements**

Employees live in campus accommodation under a standard tenancy agreement, for a period of up to six months and, in exceptional circumstances for which a full written motivation has been provided, for a maximum period of twelve months. The University recognises that employees use this accommodation while seeking a permanent place to live, therefore four weeks notice to vacate the accommodation, submitted to the Human Resources Division through the Business Partner is accepted at any time.

## **8. CONTROL MEASURES**

**8.1** It is the responsibility of the relevant employee, the line manager and the applicable HR Business Partner to ensure that the regulations pertaining to use of campus accommodation are adhered to.

**8.2** The terms of the written agreement(s) must be adhered to.

**8.3** A copy of the rental agreement must be kept on the personal file of the employee in question.

**8.4** Should the contract be terminated while in occupancy, the terms and conditions of the Basic Conditions of Employment Act will apply.<sup>1</sup>

**9. COMMUNICATION**

**9.1** It is the responsibility of the Faculty and Division line management to communicate the contents of this policy to all the employees under their control, and for the HR Business Partner to assist where required.

**9.2** Information about staff accommodation status and vacancies is available on the UJ web pages.

**10. DISPUTES IN STAFF ACCOMMODATION**

**10.1** Serious breaches of the tenancy agreement or repeated minor breaches may lead to a decision to terminate the tenancy. In this event the case will be handled via the relevant Human Resources Employee Relations processes.

**11. CAMPUS STAFF ACCOMMODATION FLOW DIAGRAM**

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**Employees in accommodation provided by employers**

**39.** (1) If the employer of an employee who resides in accommodation that is situated on the premises of the employer or that is supplied by the employer terminates the contract of employment of that employee— 10

(a) before the date on which the employer was entitled to do so in terms of section 37; or

(b) in terms of section 38,

the employer is required to provide the employee with accommodation for a period of one month, or if it is a longer period, until the contract of employment could lawfully have been terminated. 15

(2) If an employee elects to remain in accommodation in terms of subsection (1) after the employer has terminated the employee's contract of employment in terms of section 38, the remuneration that the employer is required to pay in terms of section 38 is 20

reduced by that portion of the remuneration that represents the agreed value of the accommodation for the period that the employee remains in the accommodation.

**New Permanent academics/ Visiting Academics/ Researchers/ Post-Docs**

**New Non-Academic employees P1-4**

**Employees on Shifts/Standby**

*On determination of need for accommodation and confirmation of availability: The HR Business Partner helps line manager prepare a motivation and a form to be signed off by line manager and recommended by the Faculty/Division ELG member for ED:HR approval and final routing to ED: Finance.*

*On approval, the employee signs a tenancy agreement for a minimum of 6 months (maximum total of twelve months in exceptional cases requiring another motivation for an extension)*

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UNIVERSITY  
OF  
JOHANNESBURG

## STAFF CAMPUS ACCOMMODATION POLICY APPLICATIONS

### INSTRUCTIONS

Please complete one form per individual.

**Step i: Mark the type of application clearly in the "X" column**

**Step ii: Complete the indicated sections fully.**

**Step iii: Submit for consideration and/or approval to the indicated signatories.**

**Step iv: Return to the HR Division for implementation.**

	<b>This application deals with: (underline below where applicable)</b>	<b>X</b>
<b>1</b>	<ul style="list-style-type: none"><li>- new permanent academics/</li><li>- short term visiting academics, research fellows, post –doctoral students/</li><li>- new senior permanent non-academic staff members of the University of Johannesburg who fall within Peromnes 1-4.</li></ul> (Subject to <b>Division/ELG</b> member recommendation, and <b>ED: HR, ED: Finance's</b> approval)	
<b>2</b>	<ul style="list-style-type: none"><li>- Existing employees in exceptional environments such as the Operations Division who are on shift or standby work.</li></ul> (Subject to <b>Division/ELG</b> member recommendation, and <b>ED: HR, ED: Finance's</b> approval)	

### SECTION A

Title, Initials and Surname of the employee motivated for:

Employee number (applicable if an existing employee):

Position occupied by the employee (only applicable if an existing employee):

Department in which the employee works/will work:

Name of the person completing the application:

Designation of the person completing the application:

Date on which the application was completed:

Signature of the person completing the application:

Contact details (telephone and email):



Name, Surname and Signature of the **Faculty/Division ELG member** recommending the application:

Name .....Signature.....Date.....

## SECTION B

Type of accommodation applied for: **Family/ Single occupation/Shared** (underline appropriate type)

Building name and Address of the identified Campus Accommodation Unit(s) :

(1) .....

(2) .....

Planned Duration of Stay: *(no more than 6 months, another motivation has to be submitted after 5 months if a longer stay of no more than 12 months is required)*

Amount of subsidized rental for **preferred unit**: R

Motivation for request for staff campus accommodation. Please indicate with an **X** if;  
First time application:  
Application for extension:  
Please attach the motivation on a separate page if the space provided is not adequate.

Approval of motivation:

**Signature of Executive Director: HR**

**Date**

**Signature of the Executive Director: Finance**

**Date**

Amount approved: R