To: All Employees

From: Mr Hoffman Geyer
Director: Organisational Development

Date: May 2023
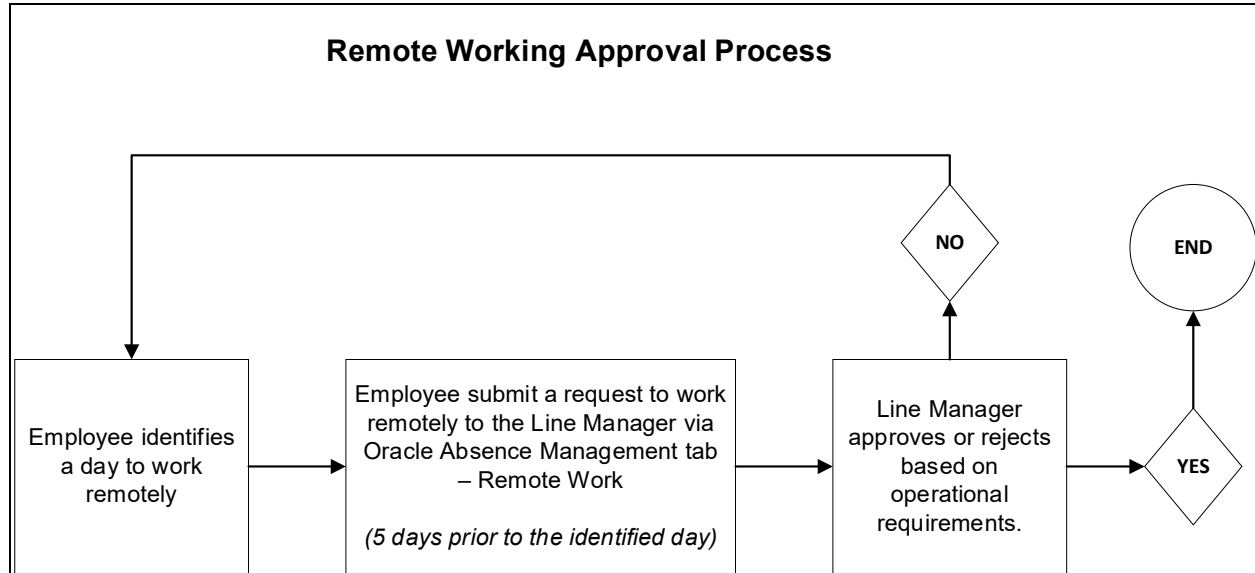
Subject: Hybrid Working Arrangement (HWA)

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The Human Capital Management (HCM) Division was tasked to review the Remote / Hybrid work arrangement (HWA) which was implemented in October 2022 within the support domains and to provide a report to the MEC. An extension has been approved by the MEC for the implementation of the Hybrid Working Arrangements in all support areas, including academic support until **31 December 2023**.

A reminder that the following principles still apply when implementing the Hybrid / Remote Work Arrangement

a) The HWAs are not an employee benefit; it is a management prerogative that provides an alternative means of fulfilling work requirements. HWAs can be revoked at the discretion of management.

b) Employees in HWAs will still be expected to work the required hours as per their employment contract, whether "on-campus" or "off-campus".

c) If an employee has a scheduled meeting/other commitment(s) during their "off-campus" working day that requires the employee to be on campus, they would be required to attend such if needed.

d) UJ will not support any related costs and/or equipment of HWAs.

e) Some jobs are unsuitable for HWAs, which means that some employees, especially those delivering a direct service, due to the nature of their work or shift work, will not be considered for HWAs.

f) Line Manager must ensure there is no unfair discrimination or prejudice/favouritism when applying this initiative.

g) "On-campus" means as per the UJ's conditions of services, including individual employment contracts where work is ordinarily performed.

h) Normal leave provisions will apply – for example, if an employee is sick when not on campus, sick leave must be submitted via Oracle Employee Self-Service.

i) Consecutive HWAs will not be allowed from one week to the other. For example, an employee will not be allowed to perform remote work on a Friday and then again on the Monday of the following week.

j) HWAs cannot be accrued from one (1) month to the other.

k) At least 60% of employees are required on campus at any given time, which could change as per the unit's operational requirements.

l) Employees are urged that Applications for working 'off campus' must be applied via the Oracle system. Please see the attachment for the Process of applying for the hybrid / remote work arrangement.

Application and approval process

The application & approval process will be online via the Oracle system, as follows:

Remote Working Approval Process

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                                                                    ┌──────┐
                                                          ◇ NO      │ END  │
                                                                    └──────┘
┌──────────────┐   ┌──────────────────────┐   ┌──────────────┐   ◇ YES
│ Employee     │   │ Employee submit a    │   │ Line Manager │
│ identifies   │──▶│ request to work      │──▶│ approves or  │──▶
│ a day to work│   │ remotely to the Line │   │ rejects      │
│ remotely     │   │ Manager via Oracle   │   │ based on     │
└──────────────┘   │ Absence Management   │   │ operational  │
                   │ tab – Remote Work    │   │ requirements.│
                   │                      │   └──────────────┘
                   │ (5 days prior to the │
                   │ identified day)      │
                   └──────────────────────┘
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- **Oracle system Step by step guide**

Step 1: Log into the Oracle System (Currently applicable for Fixed Term & Permanent Staff).

Step 2: Click on UJ HR Employee Self-Service.

Step 3: Click on Absence Management.

Step 4: Click on Create Absence.

Step 5: Click on Absence Type (Remote Work).

Step 6: Select Absence Reason (Hybrid Working Arrangement).

Step 7: Capture Start and End Date (One (1) leave absence transaction per week).

Step 8: Click Calculate Duration.

Step 9: Comments – Capture Place of Work (Mandatory).

Step 10: Click Next >> Review and Submit Remote Work request.

Step 11: The line Manager receives a notification on the Remote Work request.

Step 12: Line Manager review, Approve/Reject the request.