

MEMO

To: All Employees

From: Hoffman Geyer
Director: Organisational Development

Date: 05 March 2024

Subject: Hybrid Working Arrangements (HWA)

Dear Colleagues

This circular serves to provide an update regarding the Hybrid Working Arrangements (HWA), also referred to as remote work arrangements. After careful consideration and evaluation of the current HWA trial period, as well as considering the valuable feedback received through a survey from staff members and management, the MEC has granted an extension of this pilot until 13 December 2024 for the previous identified employment categories only. This extension aims to allow HCM to gather additional insights and to closely monitor the impact of remote work on various aspects of the university's operations, talent management, employee collaboration, and overall institutional effectiveness. The university leadership acknowledges that each employee's work conditions are unique and remains committed to supporting the institution's diverse workforce.

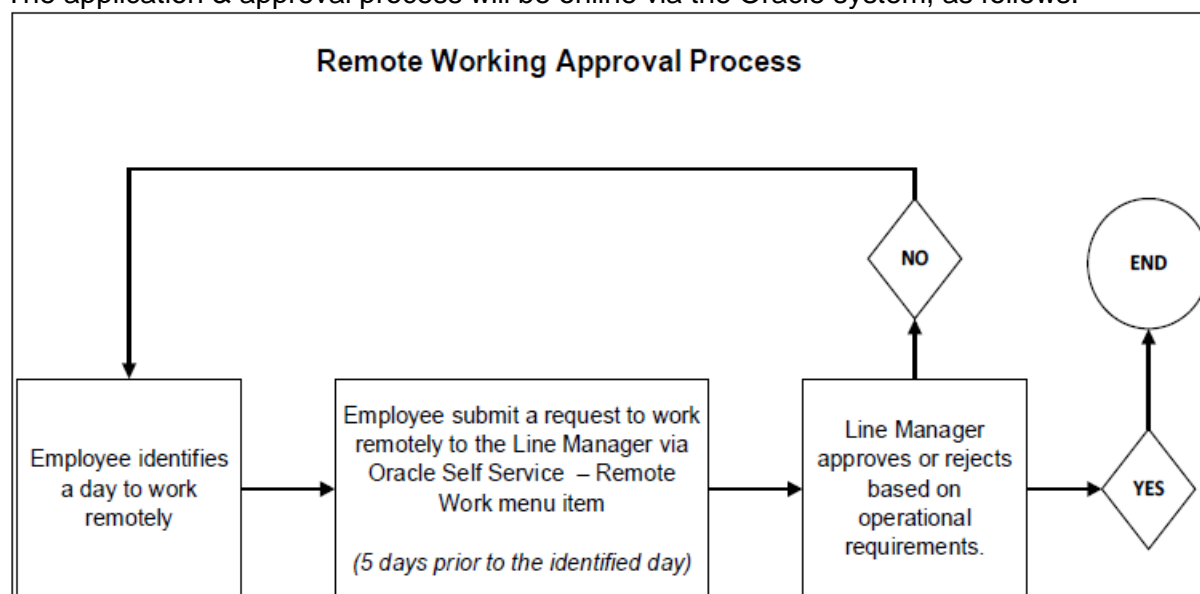
A reminder that the following principles still apply when implementing the Hybrid / Remote Work Arrangement

- 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) Regular communication channels, including virtual meetings and collaboration tools, will remain in place to facilitate seamless communication and collaboration among team members.
- f) 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, this includes the MEC, ELG, and their Executive Secretaries.

- g) Line Manager must ensure there is no unfair discrimination or prejudice/favouritism when applying this initiative.
- h) "On-campus" means as per the UJ's conditions of services, including individual employment contracts where work is ordinarily performed.
- i) 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.
- j) 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.
- k) HWAs cannot be accrued from one (1) month to the other.
- l) At least 60% of employees are required on campus at any given time, which could change as per the unit's operational requirements.
- m) 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:





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 the Remote Work menu item.

Step 4: Click on Add button.

Step 5: Capture the Date, Remote Work Location and Comments.

Step 6: Click the Apply button.


Step 7: Click the Next button - review the remote work details before submitting. -

Step 8: Click the Submit button – to submit to the Line Manager.

Step 9: The line Manager receives a notification on the Remote Work request.

Step 10: Line Manager review, Approve/Reject the request.

Step 11: Employee receives a notification confirming Line Manager review (Approved/Rejected) _ <<End of Remote Work Oracle System Process>>.

For additional information and queries please contact the Organisational Development Team by email: changemanagement@uj.ac.za or refer to  [Remote Working System Process Flow \(1\).pdf](#)