

 **Conditions of Service of**

**Assistant-House Wardens**

All appointments are held subject to the Acts, Statutes and Regulations of the University in force at the time of appointment, to Council’s resolutions and to the following conditions of service which can be altered only with the consent of the staff member concerned and the University Council.

1. **JOB RESPONSIBILITIES**

The job holder shall be responsible for meeting the duties and requirements of being an Assistant House Warden as outlined in the job profile attached, see Appendix 1

**2. PERIOD OF APPOINTMENT AND POSSIBLE RENEWAL**

2.1 All appointments shall be for one year;

2.2 The probationary period shall be 6 months with a review taking place at this point in time as per the Protocol for the Probation of Assistant House Wardens and Renewal of Appointments, see Appendix 2. Subject to the provisions of the Labour Relations Act, at the expiry of the probationary period, formal confirmation of the appointment will be made subject to the positive outcome of the probation review by the appropriate House Warden.

2.3 The appointment may be renewed for consecutive annual contracts (there is no limit to the number of contracts) subject to satisfactory performance of the job incumbent. The

Protocol for the Probation of Assistant House Wardens and Renewal of Appointments outlines how this is managed.

**3. TERMINATION OF APPOINTMENT**

For the duration of the appointment, the contract shall be terminable by one month’s written notice.

**4. LOCATION OF WORK AND AVAILABILITY**

In order to fulfil the responsibilities of the part-time post of Assistant-House Warden and if you are employed your primary job:

4.1 Must be located in Grahamstown such that you are available for emergencies and/or meetings;

4.2 Must not require you to spend nights away from Grahamstown on a regular basis;

4.3 Must not require you to spend more than 50% of your time during the day outside of
Grahamstown.

If you are a student, points 4.1, 4.2 and 4.3 apply.

It is expected that the Assistant-House Warden will be available for wardening work e.g. attending relevant meetings, meeting with students, doing necessary preparation work, at least 7 working days before the Leadership camp held in the first term. This is usually held a week before Orientation Week. In the case of the other three terms, it is expected that you will be available for wardening work at least 2 working days before the start of the terms.

**5.** **LEAVE OF ABSENCE**

5.1 Subject to 5.2 below Assistant-House Wardens must be in residence whenever their House is open, whether in term time or during vacations, unless satisfactory alternative arrangements have been made which meet with the approval of the relevant House Warden and which do not involve the University in additional expenditure.

5.2 The Assistant House Warden is allowed one week-end off per term, approval for the specific week-end needs to be provided by the House-Warden.

5.3 Under no circumstances may Assistant House Wardens take leave during the exam period or during orientation.

5.4 Assistant House Wardens are expected to be in their residences over orientation / start and end of terms / during exams and for residence functions. Only in extraordinary circumstances, judged on merit, will leave be considered during these times

5.5 During term time, Assistant-House Wardens should apply for leave of absence using the electronic form available on the Director: Student Affairs website. In the case of Wardens, apply to the Hall Warden in the first instance; Assistant-House Wardens should apply to the House Warden in the first instance.

5.6 In the event of an Assistant House Warden having to be out of Grahamstown during the day (as opposed to overnight) he/she must obtain oral leave of absence from the House Warden.

5.7 Applications for leave of absence, other than over weekends or for more than two days during the week, **must** be submitted by the relevant House Warden & to the Director: Student Affairs for approval. Applications for leave of absence over weekends, or for less than 3 days during the week, shall be submitted to the relevant House Warden for approval.

5.8 During vacation periods, it shall be the duty of Assistant-House Wardens to remain in residence when intervarsity sports’ meetings and other major campus events are being held. Further to this, when other conferences’ delegates are in residence and where no conference manager had been appointed, unless special leave of absence is obtained from the Director: Student Affairs through the relevant House Warden

**6**. **RULES AND REGULATIONS OF THE UNIVERSITY**

The staff member shall take it upon his/herself to familiarize themselves with the policies and procedures of the University as found on:

<http://www.ru.ac.za/intranet/policies/>.

The staff member shall undertake to abide by the rules and regulations of the University as articulated in the policies and procedures of the University or as communicate to him/her by senior officials or the University.

**7. DISCIPLINARY ACTION**

The staff member shall abide by the requirements of the disciplinary code of the University, a copy of which can be found at:

<http://www.ru.ac.za/media/rhodesuniversity/content/humanresources/documents/disciplinarymatters/Staff%20Disciplinary%20Procedure.pdf>

Failure to meet the rules and regulations of the University will be dealt with in terms of the process outlined therein.

**8. BENEFITS AND ALLOWANCES**

Assistant House Wardens shall be entitled to the benefits and allowances listed in Appendix 3.

**9. FABRIC OF ACCOMMODATION**

The Assistant House Warden is responsible for the reasonable up-keep of the accommodation and facilities provided, linked to his/her employment as a Assistant House Warden.

In this regard, the Assistant House Warden is required to:

9.1 Keep the accommodation and facilities in a reasonable manner, allowing for wear and tear, such that the accommodation and facilities reflect positively upon the reputation of the institution and sets a good example for students and prospective Assistant House Wardens;

9.2 Upon employment, sign a document (an accommodation and facilities form) that accurately reflects the status of the accommodation. This document would be endorsed by the Hall Warden and the Manager of House-keeping; Should there be a dispute regarding the evaluation of this flat, this should be referred to the Director: Student Affairs and Deputy Director: Residential Operations;

9.3 Ensure that requisitions to the Infrastructure and Operations Division are made timeously as regards matters requiring attention in the accommodation or facilities and following up on such requisitions if the matter is not being attended to. Where the Assistant House Warden believes that the delays are unacceptable, s/he should bring this to the attention of the House Warden who shall in turn liaise with the Hall Warden;

9.4 6. Allow the Hall Warden access on at least an annual basis to check the status of the accommodation and facilities. The Hall Warden will be required to forward a report to the Deputy Director: Residential Operations via the Director: Student Affairs;

9.5 When an Assistant House Warden resigns, the Hall Warden must be allowed access to check whether any necessary work is required before the new Assistant House Warden arrives; and

9.6 Where there has been negligence and disregard for the accommodation and

facilities, the Assistant House Warden will be required to pay for such damage.In the event of a problem or a dispute, this will be referred to the Director: Student Affairs and Deputy Director: Residential Operations.

**10. OTHER APPOINTMENTS**

Assistant House Wardens shall not be eligible to be elected to serve on the SRC, or to be elected to the position of Hall or House Senior/Head students. Student elected to such other posts will be require to resign from his/her position of Assistant-House Warden if they wish to remain in the other post.

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