



RHODES UNIVERSITY

POLICY & PROCEDURES **FOR THE EMPLOYMENT OF CASUAL STAFF**

1. POLICY PARTICULARS

DATE OF APPROVAL BY RELEVANT COMMITTEE STRUCTURE:

Administrative Sub-Committee of Council on 20th of February 2007

DATE OF APPROVAL BY SENATE: Not applicable.

DATE OF APPROVAL BY COUNCIL: Noted at Council since approved by Admin Sub-Committee on the 20th of February 2007.

COMMENCEMENT DATE: 1 January 2007

REVISION HISTORY: None at this point in time.

REVIEW DATE: 31 December 2007 and thereafter, every three years.

POLICY LEVEL: Heads of Departments/Division/Managers needing casual staff

RESPONSIBILITY:

- IMPLEMENTATION & MONITORING: Human Resources Division, Catering Section (in terms of employment for the kitchens)
- REVIEW AND REVISION: Human Resources Division

REPORTING STRUCTURE: Recruitment and Selection Office → Director of Human Resources → Vice-Principal → Vice-Chancellor → Council

2. POLICY STATEMENT

2.1 POLICY DECLARATION:

Rhodes University pays significant attention to the recruitment and selection of all staff in order to ensure the fair treatment of all applicants and to secure the appointment of persons who are able to contribute towards the success of the University. Casual staff members perform a vital service for the University in providing relief labour during busy periods (e.g. orientation of new students, graduation, festival and conferences) and when staff are unavailable for short periods of time (e.g. on annual or sick leave).

Given the high rate of unemployment in Grahamstown, the University also recognises that casual employment provides financial relief to those individuals employed.

2.2 POLICY OBJECTIVES:

The objectives of this policy are to ensure:

- Fair labour practices within the area of recruiting and selecting casual staff, consistent with the requirements of the Employment Equity Act;
- An equitable spread of employment opportunities amongst the casual staff without compromising the operational requirements of the University;
- The efficient recruitment and selection of casual staff to meet the immediate staffing needs of the University;
- That the management of casual employees (e.g. payment for overtime, public holidays, Sunday work, performance management and discipline etc) meet the Basic Conditions of Employment Act; and to
- Consistency between this policy and any other relevant institutional policies.

2.3 DEFINITIONS:

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|----------------------|--|
| Casual | A casual staff member is an individual who is employed on an ad hoc basis and not on a temporary contract. |
| Fair labour practice | In the recruitment and selection process this includes getting standardised information from applicants, focusing on the job requirements in terms of information sought, standardisation of all parts of the selection process, assessing applicants against the job requirements, and affording the same treatment to all applicants in each part of the selection process. |
| Temporary contract | Where it is clear that an individual from the casual list is going to be needed for a fixed period of one month or more, in a particular post, a contract and letter of appointment will be provided to that individual. This usually happens in the case of staff going on maternity leave, extended sick leave or medical boarding. The individual will then receive a monthly salary. |

3. POLICY IMPLEMENTATION

3.1 THE ACTIONS AND PROCESSES BY WHICH THE OBJECTIVES OF THE POLICY WILL BE ACHIEVED:

This policy may only be deviated from if there are sound operational requirements. Where such deviations occur in the Residential Operations Division, such deviations must be reported, in writing, to the HR Division within 5 working days of the occurrence of the deviation.

3.1.1 Recruitment Pool

The Human Resources (HR) Division is responsible for ensuring that there is a pool of competent casuals that meet the specific job requirements needed in the relevant departments/sections.

This will be achieved by:

- 3.1.1.1 The HR Division maintaining a casual staff database, the specific numbers to be determined based on discussions with the relevant managers as regards their staffing needs and the relevant job requirements. This database will specify inter alia the skills set/experience of each individual on the list, past work record as a casual at Rhodes, past performance record at Rhodes, past misconduct record at Rhodes;
- 3.1.1.2 The employment of casual staff from only this casual staff database unless there are strong operational reasons for not doing so. In the case of the latter, any deviations to this must be reported to the HR Division;
- 3.1.1.3 The HR Division updating the database on at least a weekly basis to ensure that those casuals who have been permanently employed are removed from the list. In addition, the database needs to be updated to reflect those staff who are on temporary contract;
- 3.1.1.4 The HR Division updating the database immediately to remove any individuals who have been found to be unsuitable in terms work behaviours (i.e. for misconduct) and/or those individuals who have been found to be unreachable on the telephone (see point 3.1.2.2 below);
- 3.1.1.5 The HR Division updating the database as regards a casual who is unable to meet the performance requirements of the job (see point 3.1.5). This will be done at the time of payment of the casual i.e., at the end of their period of casual employment;
- 3.1.1.6 The HR Division conducting recruitment exercise to update the casual staff database, as and when required but usually no more than once a year. The process of doing so will be discussed with and agreed on with the relevant managers and union/s; and
- 3.1.1.7 The inclusion onto the database of those interns who have successfully completed a formal internship programme at the level of grades 1 to 5 posts and which has been approved by the HR Division of Rhodes University.

3.1.2 Selection of individuals from the recruitment pool

In selecting individuals from the casual list, the following will apply:

- 3.1.2.1 Bearing in mind the job requirements and skills needed by individuals, attempts will be made to fairly spread employment opportunities amongst the casuals unless this compromises operational requirements. No individual will usually work more than four months of the year¹ unless on a temporary contract. This will be achieved by the HR Division together with those from the Division of Residential Operations maintaining a database which records the period and nature of employment for each casual staff member.

¹ This period is specific because if the individual works for more than 4 months, s/he becomes entitled to leave which adds significantly to the cost of their employment.

This database will be updated as individuals are employed. The database will be reviewed on a quarterly basis by the Recruitment and Selection Manager and at this time, the union/s may request access to this information in the event of an allegation about not following this policy and procedure;

- 3.1.2.2 Individual/s from the casual list will be contacted telephonically once the relevant section (either the HR Division or the relevant people in the Division of Residential Operations) has established the specific staffing needs and job requirements. At no time will these individuals be allowed to congregate on campus unless otherwise arranged and authorised by the HR Division. Should a casual refuse to leave the area once requested to do so, s/he will be blacklisted and removed from the casual staff database. The dates of which individuals are telephoned and cannot be reached by phone (e.g. phone just rings and is not answered or person is not available e.g. out of town) will be recorded on the database. When an attempt has been made to contact the person telephonically on 5 different consecutive occasions and such attempts have been unsuccessful, the individual will be removed from the database and casual staff list. That the individual's telephone number has changed or their telephone has been stolen etc. will not be considered a reasonable excuse as it is the casual's responsibility to ensure that Rhodes has their correct contact details.

3.1.3 **Departmental requests for casual staff**

Heads of Departments/Divisions/Sections/Units and Managers (hereafter referred to as Heads) other than those in the Division of Residential Operations who are needing a casual staff member must phone the Recruitment and Selection Office for assistance and authorisation.

The following guidelines will be used to approve a request for a casual:

- (i) Casual staff will usually not be approved for 1 day. Heads can however, motivate otherwise particularly in situations with lean staffing structures, in high traffic areas, where other staffing difficulties are being encountered or where the work has got to be done and cannot be delayed; and
- (ii) That there is a budget for casual staff/temporary assistance or monies available as a result of a vacancy. Hiring of casuals over and above the budget allocation can only be authorised by the Director of Human Resources.

In the case of the Division of Residential Operations, the following guidelines will be used to approve a request for a casual:

- (i) In the case of casual staff needed for Housekeeping Section, casuals will not usually be approved for 1 day or less;
- (ii) In the case of casual staff for the Catering Section, casuals may be employed for 1 day or less depending on operational requirements; and
- (iii) In both sections, the budget will be taken into account. Hiring of casuals over and above the budget allocation can only be authorised by the Director of Residential Operations after consultation with the Director of Human Resources.

3.1.4 **Administration of employment of casual staff members**

3.1.4.1 When the casual staff member is put on the casual list for the first time, the following shall apply:

- 3.1.4.1.1 S/he needs to bring their identity document;
- 3.1.4.1.2 If s/he has a bank account, details should be provided;
- 3.1.4.1.3 S/he must sign that s/he has received and understood the Code of Conduct and agrees to abide by it.

3.1.4.2 When a casual staff member presents him/herself from employment, either at the HR Division or the Division of Residential Operations, the following will apply:

- 3.1.4.2.1 S/he need will normally be provided with an "Approval for Casual Assistance" form detailing the relevant dates and reason for which services are required. On occasion however, casuals will be asked to report directly to the relevant

- department/section and in such a case, the form will be sent onto the supervisor in the department/section;
- 3.1.4.2.2 Where appropriate, the individual will be issued with uniforms and/or protective clothing which remains the property of the University;
- 3.1.4.2.3 Should the Recruitment and Selection Section or relevant staff in the Division of Residential Operations or the relevant manager or supervisor, upon arrival of the casual, determine that s/he is ill, they will not be permitted to work in that section until deemed fit. Once employed, casual staff may make use of the Sanatorium's facilities for minor ailments, with deductions being made from their wages;
- 3.1.4.2.4 Should the casual arrive under the influence or be incapable of doing the job due to prior consumption of alcohol, s/he will not be permitted to work in that section and will be dealt with in terms of the Code of Conduct;
- 3.1.4.2.5 It is the responsibility of the casual employee to ensure that the Recruitment and Selection Section or the relevant administrator at the Division of Residential Operations is provided with correct and up-to-date contact details; and
- 3.1.4.2.6 Should a casual employee insist on being given a termination UIF form, such an individual will be removed from the list of registered casuals who is eligible for employment.
- 3.1.4.3 When a staff member has finished his/her employment, any uniforms or protective clothing must be returned. Different departments/sections must ensure that this happens. Where a casual employee does not return such University property, s/he will not be considered for future employment opportunities and will be removed from the casual list. The HR Division expects the relevant managers/supervisors to make appropriate arrangements to ensure the issuing and return of uniforms and that the R&S Section will be advised when uniforms and protective clothing have not been returned so that the casual database can be updated accordingly.

3.1.5 **Payment of casuals**

The payment arrangement for casuals shall operate as follows:

- 3.1.5.1 It is the duty of casual employees to provide the R&S Section with their banking details;
- 3.1.5.2 An hourly rate for the payment of casuals is determined by the Director of Human Resources;
- 3.1.5.3 Consistent with the Basic Conditions of Employment Act, the negotiated agreement with NEHAWU for grades 1 to 5, shall apply to casual staff employed within these grades. According to the pay rate shall be:
- (i) On Saturdays: Nil if this falls within the 44 hours per week in non-residential staff, and 45 hours per week in the case of catering and housekeeping staff and Campus Protection Staff;
 - (ii) On Sundays: 1.5 times the usual hourly rate; and
 - (iii) Public holidays: 2 times the usual hourly rate;
- 3.1.5.4 A casual employee may not work more than 12 hours per day. A casual who works more than 45 hours per week shall be regarded as having worked overtime for which s/he will be paid at 1.5 times the usual hourly rate;
- 3.1.5.5 In the case of casuals who have worked more than three days, the following applies. By 16h00 each Tuesday, the Salaries Section is provided with the relevant documentation for each casual employed since Wednesday of the preceding week. This documentation is authorised by the Recruitment and Selection Section or Division of Residential Operations. Casuals will be paid directly into a bank account by the Friday of that week. This is a requirement of the bank. In the case of those casuals who are employed for the first time by Rhodes University and who do not have the financial resources to open their own bank account, they shall be paid in cash but thereafter will be required to open a bank account;
- 3.1.5.6 Where a casual employee has worked no more than three days, the Salaries Section must be provided by the relevant documentation by 15h00 each Thursday. Such casuals are reimbursed in cash each Friday;

- 3.1.5.7 In those cases where a casual employee is required to work for a full day on a Friday only, that individual will be paid the following Friday;
- 3.1.5.8 In those cases where a casual employee is required to work for a half day or less on a Friday, s/he will be paid that Friday;
- 3.1.5.9 Temporary staff appointed on a contract with an official appointment letter of longer than one months will be paid on the date that permanent staff are paid. Temporary staff appointed on a contract of a month or less will be paid on a monthly basis on the last Friday of each month;
- 3.1.5.10 UIF forms (U19) will only be filled in upon termination of casual employment (ie casual employees insisting on this procedure will have their names removed from the registered casual list);
- 3.1.5.11 In the case of casual employees employed in building trades type work, the relevant levies to the Building Industry Bargaining Council will be paid.

3.1.6 **Conduct and performance of casual staff members**

- 3.1.6.1 The code of conduct expected of casual staff members is communicated to all new casuals. This code of conduct is available in Appendix 1 of this policy document;
- 3.1.6.2 Each casual is required to sign an agreement that s/he has understood the code of conduct and agrees to abide by it and realises that failure to do so will result in the removal of his/her name from the casual database;
- 3.1.6.3 Where a casual has violated the code of conduct, the relevant supervisor will be required to follow the procedure outlined in Appendix 2 of this policy document and complete the “Performance and Conduct of Casual Employees” report (Appendix 3). This form must be forwarded to the relevant manager before being sent to the Recruitment and Selection Section within 72 hours of the problem occurring. The Recruitment and Selection Section will then send a letter to the relevant individual informing him/her that his/her name has been removed from the casual database and will update the database accordingly;
- 3.1.6.4 A performance report shall be completed for each casual at the end of his period of employment by the relevant supervisor (see Appendix 3). These reports shall be used when appointing a casual to a temporary contract and when considering them for permanent employment; and
- 3.1.6.5 Where a casual staff member has not met the performance requirements of the job (e.g. the person does not have the skills s/he claims to have or s/he cannot cope with the physical demands of the job), the HR Division or the Catering Section (in the case of casual staff working in the kitchens and house-keeping environments) need to be informed of this. Where feasible, the individual needs to be considered for alternative casual employment (e.g. if the individual does not have the cooking skills required, perhaps s/he could be considered for other work).

3.1.7. **Eligibility For Contract Employment**

- 3.1.7.1 A casual employee may be employed on a contract basis when operational requirements are known and can be planned for e.g. if someone goes on maternity leave, sick leave or in the case of special projects;
- 3.1.7.2 In these instances, one or more casuals will be chosen from the database using the following criteria:
 - (i) That the casual has the relevant skills needed;
 - (ii) That the casual has a positive performance record; and
 - (III) The casual that has the longest period (not necessarily continuous) of employment at Rhodes University.

3.1.8 **Eligibility for Permanent Employment**

3.1.8.1 Individuals on the casual data base are eligible to apply for R1 posts in the catering environment;

3.1.8.2 Individuals on the casual data base are eligible to apply for grade 1 to 5 posts where such posts have already been advertised internally and no suitable internal candidates found. In this case, these individuals may be given the opportunity to apply for such positions prior to the post being advertised in the local press;

3.1.8.3 Where casual employees are considered for permanent employment, their past performance and conduct as a casual will form part of the selection process.

3.1.9 **OTHER CONSIDERATIONS**

Managers are responsible for ensuring that the leave form (in respect or annual, sick leave, family responsibility leave or unpaid leave) for the staff member who was absent is completed timeously.

3.2 **REVIEW PROCEDURE:**

This policy and procedure will be reviewed every three years.



Code of conduct for Casual Employees

When an individual is employed as a casual staff member, s/he is entering into an employment relationship that must be one of trust and mutual respect. The casual employee must be able to trust that the University will treat him/her fairly, that s/he will be paid for services rendered as per the agreement reached and that s/he will be protected from harm whilst on University premises. In return, the University must be able to trust that the casual employee will conduct him/herself appropriately.

There are certain behaviours that will immediately break this relationship of trust and where the individual will not be considered again for employment. The individual will be immediately removed from the casual list. These serious behaviours include:

- Making a commitment to arrive for work and then not arriving and not making any contact with the relevant individual at Rhodes University as regards the reason for not arriving for work;
- Threatening anyone on Rhodes University premises with violence, no matter what the circumstances;
- Physically harming someone whilst on Rhodes University premises;
- Using abusive language to anyone on Rhodes University premises;
- Stealing or assisting in the theft of Rhodes University property or the property of anyone on Rhodes University premises;
- Dishonesty or misrepresentation of the truth including falsification of time-cards, employment application forms, responses given to questions asked by supervisors etc;
- Arriving to work under the influence of alcohol or drugs OR being unfit to work as the likely result of alcohol or drugs consumed in the individual's personal time;
- Drinking alcohol or taking drugs whilst on duty as well as the unauthorised possession of liquor or drugs on University premises;
- Failing to follow safety instructions;
- Being in possession of unauthorised firearms or other weapons on University premises;
- Being negligent in the discharge of his/her duties which results in liability or a cost being incurred;
- Being found guilty of theft or any violent behaviour by a court of law.

The following behaviours, although less serious than those listed above, when repeated, will also lead to break of trust between employer and casual employee:

- Late-coming in the morning or from breaks or leaving early or being absent without permission during official work hours;
- Disobeying or disregarding lawful instructions provided by the supervisor/manager authorised to give such an instruction or through the manner in which the work is carried out and in the attitude of the person, being insubordinate;
- Being negligent in the discharge of his/her duties where there is the potential for liability and cost being incurred;
- Sleeping on duty;
- Gambling on University premises.

Those individuals who are on the casual list must make themselves available for work. This means that they must be contactable by phone. Where Rhodes reach an individual telephonically and has removed from the casual list. Individuals employment as a casual. If they do so and Protection Unit, they will be removed



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University has made 5 consecutive attempts to been unsuccessful, that individual will be may not come onto campus and wait for they have to be removed by the Campus from the casual list.

Appendix 2

Procedure to be followed where a casual employee has violated the code of conduct or is not able to meet performance requirements

1. Containment of the situation

Irrespective of the offence committed, all casual employees must be treated with respect. Furthermore, their rights, in terms of the labour legislation, must be upheld and procedures followed must be fair labour practices. Where, due to the conduct of the individual, there is potential for harm to others or the property of the University, staff of the Campus Protection may be called to assist. The Employee Relations Manager can also be called into advise on the process for dealing with the problem.

2. Serious Behaviours

In the case of serious behaviours, as defined by the Code of Conduct for Casual Employees, follow this procedure:

- 2.1 Call another senior member of staff to assist you and relay the situation to him/her;
- 2.2 Then together, call in the casual employee and indicate that there will be a disciplinary hearing for him/her, stating when this will take place (it is advisable to do it on the same day). Indicate to the casual employee that s/he has a right to have a representative with them. This can be a fellow staff member. These staff are not represented by the union so it does not have to be a union member.
- 2.3 Then at the meeting with yourself, the other senior member of staff, the casual employee and his/her representative (if the employee has chosen to have one present), state the behaviour that has occurred that is unacceptable;
- 2.4 Ask the casual employee to relay his/her side of the story;
- 2.5 Call in any witnesses to the behaviour. The employee or his/her representative has a right to also question the witnesses;
- 2.6 Together with the other senior member, make a decision as regards the wrong-doing of the casual employee;
- 2.7 Complete the "Performance and Conduct of Casual Employees" report immediately;
- 2.8 Inform the manager of the department/section of what has happened;
- 2.9 Where necessary to avoid verbal insults or threats of physical violence do not inform the casual employee;
- 2.10 Within 24 hours of this taking place, forward the report to the Recruitment and Selection Section who, within 24 hours, shall write a letter to the casual employee indicating that s/he has been found guilty of the offence and that his/her name has been removed from the casual list.

3. Less Serious Behaviours

In the case of less serious behaviours, as defined by the Code of Conduct for Casual Employees, follow this procedure:

- 2.11 Call another senior member of staff to assist you and relay the situation to him/her;
- 2.12 Then together, call in the casual employee and indicate that there will be a disciplinary hearing for him/her, stating when this will take place (it is advisable to do it on the same day). Indicate to the casual employee that s/he has a right to have a representative with them. This can be a fellow staff member. These staff are not represented by the union so it does not have to be a union member.
- 2.13 Then at the meeting with yourself, the other senior member of staff, the casual employee and his/her representative (if the employee has chosen to have one present), state the behaviour that has occurred that is unacceptable;
- 2.14 Ask the casual employee to relay his/her side of the story;
- 2.15 Call in any witnesses to the behaviour. The employee may also ask questions of the witnesses;
- 2.16 Together with the other senior member, make a decision as regards the wrong-doing of the casual employee;
- 2.17 Inform the casual employee of your decision and indicate what needs to be done to correct the problematic behaviour. Remind the employee that repeated offences (three in one year) can lead to dismissal in that the employee will be taken off the casual list;
- 2.18 Complete the "Performance and Conduct of Casual Employees" report immediately;
- 2.19 Inform the manager of the department/section of what has happened;
- 2.20 Within 72 hours of this taking place, forward the report to the Recruitment and Selection Section;
- 2.21 The Recruitment and Selection Section will track this sort of behaviour and where examples of this behaviour have occurred three times within a twelve month period, irrespective of the department/section where this has taken place, the individual will be informed that they have been taken off the casual list. Details of the transgressions will be provided.

4. Performance problems

In the case of a casual employee who is unable to meet the necessary performance requirements, the following should be done:

- 4.1 Call another senior member of staff to assist you and relay the situation to him/her;
- 4.2 Then together, call in the casual employee and indicate that there will be a discussion with him/her, stating when this will take place (it is advisable to do it on the same day). Indicate to the casual employee that s/he has a right to have a representative with them. This can be a fellow staff member. These staff are not represented by the union so it does not have to be a union member.
- 4.3 Then at the meeting with yourself, the other senior member of staff, the casual employee and his/her representative (if the employee has chosen to have one present), state the performance requirements of the job and indicate how s/he is not meeting these;
- 4.4 Ask the casual employee for an explanation as to why this may be the case;
- 4.5 Together with the other senior member, make a decision as regards the performance capacity of the casual employee e.g. should s/he be considered for other casual employment or provided with further training in the current area etc;
- 4.6 Inform the casual employee of your decision and that your recommendation will go to the Recruitment and Selection Office.
- 4.7 Complete the "Performance and Conduct of Casual Employees" report immediately;
- 4.8 Inform the manager of the department/section of what has happened in writing with a copy to the Recruitment and Selection Office;
- 4.9 Within 72 hours of this taking place, forward the report to the Recruitment and Selection Section. Where the recommendation is that the casual employee should not be considered for similar employment, the Recruitment and Selection Section will update the casual list to ensure that the individual is not placed in the relevant department/section again but rather allocated to other casual employment. Where the recommendation is to provide the casual employee with further training, the Recruitment and Selection Section will track this to ensure that no further reports of this nature are received. If they are, this will be brought to the attention of the manager of the section who will be asked to follow the procedure listed above.

5. Use of records

Should a casual employee seek his/her past performance and work part of the selection procedure.



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permanent employment with the University, behaviours reports will be accessed and used as

Appendix 3

Performance and Conduct Report for Casual Employees

Name of casual employee: _____

Area in which s/he employed: _____

Job that s/he was required to do: _____ Dates employed: _____

Evaluation of Casual’s work behaviours (please tick):

| Behaviour | Exceeds acceptable standards. This person is exceptional in this area. | Above acceptable standards. There have been no problems in this area. | Meets acceptable standards. There have been minor problems in this area. | Below acceptable standards. There have been problems in this area |
|---|--|---|--|---|
| Time-keeping: arrival in the morning, back from breaks | | | | |
| Hygiene and personal presentation of casual: tidy, neat, clean, no personal odours | | | | |
| Positive attitude: Follows instructions, eager to help, asks for additional work when finished | | | | |
| Level of independence: does not have to be chased to get the work done, once shown will get on with work or will ask if s/he does not know or is unsure | | | | |
| Speed of work: Efficient but with minimal errors | | | | |
| Energy: This person is able to physically cope with the work required without tiring too soon | | | | |
| Interpersonal skills: Able to get on with other staff and work in the team, does not cause conflict | | | | |
| Knowledge of work done: knows what is required | | | | |
| Speed of learning: able to learn new tasks | | | | |
| Honesty: can be trusted | | | | |

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In the case of a performance problem or alleged offence, complete the following:

Date of alleged offence/problem: _____

Nature of alleged offence/problem: _____

Name of colleague who assisted you in talking to the casual employee: _____

Name of representative who joined the employee: _____

Employee's side of the story: _____

Witnesses called and their perspectives: _____

Decision reached: _____

Recommendation: (tick the appropriate block)

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|---|--|
| Serious offence so immediate removal from casual list | |
| Less serious offence so may not result in removal but needs noting on casual list | |

| | |
|--|--|
| Further on the job training to address performance problems | |
| No further placement in this specific area of work due to lack of capacity | |

Was casual employee informed of this? (yes or no): _____

Please note that the expectation is that the supervisor will inform the casual except where the supervisor fears that the casual will retaliate physically.

If no, reasons: _____

Signed:

Supervisor

Other senior member/supervisor

Date

Date on which was sent to manager: _____

I endorse / do not endorse this recommendation.

Reasons: _____

Signed:

Manager

Date

Date on which was sent to Recruitment and Selection Office: _____

This recommendation is endorsed / not endorsed.

Reasons: _____

Signed:

R&S Section

Date

Date on which casual list was updated: _____

Any further action taken: _____
