



**RHODES UNIVERSITY**  
*Where leaders learn*

**RHODES UNIVERSITY  
UMGAQO WOLULEKO**

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## 1. ISIQALO (*Preamble*):

I – Dyunivesithi, NTESU kunye ne NEHAWU bayaqonda ukuba kuluxanduva lwabasebenzi ukuba bathobele imigaqo yokuziphatha yaye benze imisebenzi yabo ngokuthembekileyo nangokuzimisela yaye luxanduva lwabaphetheyo ukuqinisekisa ukuba konke oku kwenzeka ngenjongo zokuphuhlisa i – Dyunivesithi.

Ukufikelela koku, umgaqo wokuziphatha kuquka nokugxothwa xa kukho imfuneko, ungasetyenziswa xa umsebenzi ethe wophula umthetho, yaye kukho ubungqina boko. Indlela yokululeka abasebenzi iyakuthi isetyenziswe kulandelwa lomgaqo.

Lo mgaqo usebenza ngokulinganayo kubo bonke abasebenzi.

## 2. INGCACISO (*Definitions*):

Ngenjongo zalo mgaqo lamagama athetha oku:

- 2.1 **UKUTHETHISWA** (*Corrective Counselling*)  
uhlobo lokulungisa isimilo esigwenxa ngokuthetha
- 2.2 **USUKU** (*Day*)  
naluphina usuku ngokungaphandle koMgqibelo, iCawa, kunye neentsuku zekhefu nethuba le 15 December ukuya ku 15 January (kuquka lemihla yomibini)
- 2.3 **AMANYATHELO OLULEKO** (*Disciplinary Action*)  
nawaphina amanyathelo oluleko kuquka nokugxothwa emsebenzini emva kokungaziphathi kakuhle komsebenzi ngaphandle kokungakwazi ukwenza umsebenzi wakhe
- 2.4 **UMQESHI/I-DYUNIVESITHI** (*Employer/the University*)  
i – Council yase Rhodes University njengoko ixhaswa ngumgaqo we Higher Education Act no 101 of 1997
- 2.5 **UBUNGQINA** (*Evidence*)  
ubungqina obuthethiweyo nobubhaliweyo, isaziso kunye nokunye okubhaliweyo

- 2.6 UMPHATHI - NTLOKO WEZIKO** (*Head of Department*)  
Kuquka uMphathi weziko lokufunda, lophando, lethala leencwadi, isekela lakhe kunye nee Hall wardens
- 2.7 UMMELI** (*Representative*)  
ummeli wabasebenzi, i-shop steward, umsebenzi kunye naye nabanina onolwazi ngezo mthetho okanye ongenalwazi kodwa akufuneki abe kanti ulingqina koko kwenzekileyo
- 2.8 UMSEBENZI** (*Staff/Employee*)  
kuquka bonke abasebenzi base Dyunivesithi njengoko bechazwa ngumthetho wabasebenzi i-LRA
- 2.9 I-SUPERVISOR** (*Supervisor/Head of Section*)  
kuquka yena wonke umntu onelungelo lokujonga umgangatho womsebenzi kunye nokuthatha amanyathelo oluleko njengoko kuchaziwe ngumthetho we – Dyunivesithi
- 2.10 UMGANGATHO WOMSEBENZI ONGANELISIYO** (*Unsatisfactory Work Performance*)  
oku kuquka ukungalandeli imiyalelo ngaphandle ukuba ubani akakwazi ukuwenza umsebenzi lowo
- 2.11 INCWADI YESILUMKISO/INCWADI YESILUMKISO YOKUGQIBELA** (*Warning/Final Warning Letter*)  
nayiphina incwadi ebhaliweyo ekhutshiweyo ngenxa yobungqina bokungakwazi ukuziphatha komsebenzi

**3. UMGAQO WOKUZIPHATHA** (*Disciplinary Code*)  
**Iindlela zokuziphatha ezinokubangela ululeko**

- Bonke abasebenzi kulindeleke ukuba baziphathe ngendlela yaye benze umsebenzi wabo ngendlela eyanelisayo
- Ezi ndlela zilandelayo aziphelanga. Imeko nganye iyakujongwa ngobuzaza bayo

**Ukudelela nokungabi nantlonipho** (*Insubordination, insolence or disrespectful behaviour*)

- Ukwala ukuthobela isicelo esisemthethweni esinikwa ngumntu onelungelo lokwenza oko
- Ubundlavini nokungabi nasimilo
- Ukudelela uMphathi wakho
- Uburhwada

**Ubundlobongela** (*Violence*)

- Zonke iindidi zokubetha nokurhorhisa

- Ukudlwengula okanye ukuzama ukwenza oko
- Ukuphatha izixhobo ezinobungozi okungekho mthethweni kumasango e – Dyunivesithi
- Ukuziphatha okunobungozi kuwe nakubanye abasebenzi

**Utywala neziyobisi** (*Liquor or drug offences*)

(xa ukumasango e – Dyunivesithi okanye usenza umsebenzi we – Dyunivesithi)

- Ukuphatha utywala ngokungekho mthethweni
- Ukuphatha iziyobisi okungekho mthethweni
- Ukuba phantsi kweempembelelo zotywala okanye iziyobisi
- Ukungakwazi ukusebenza ngenxa yokuba phantsi kwempembelelo zotywala okanye iziyobisi

**Ukuphatha iimpahla ngokungakhathali** (*Wrongful handling of property*)

- Ukuphatha impahla ye – Dyunivesithi ngokungakhathali okanye ukuyilahla, okanye ukuyinikezela komnye umntu ongenalungelo lokuyiphatha

**Umsebenzi** (*Attendance*)

- Ukubhalisa emsebenzini kodwa ungasebenzi
- Ukungaphangeli
- Ukusoloko ungafiki ngexesha emsebenzini
- Ukusuka uhambe emsebenzini ngexesha lomsebenzi
- Ukusuka unyamalale iintsuku eziliqela ngaphandle kwesizathu

**Umgangatho womsebenzi onganelisiyo** (*Unsatisfactory work performance*)

(ngaphandle xa ubani engakwazi ukuwenza lomsebenzi)

- Ukungakhathali
- Ukulala emsebenzini
- Ukuphatha kakubi izixhobo zomsebenzi
- Ukungahoyi umsebenzi okunokuthi kube neziphumo ezibi kwi – Dyunivesithi, abasebenzi bayo okanye abafundi

**Ukunganyaniseki** (*Dishonesty*)

- Ubusela
- Ukuphatha iimpahla ze – Dyunivesithi okungekho mthethweni
- Ukuphatha iimpahla yomnye umsebenzi okanye umfundi okungekho mthethweni
- Ukunyoba okanye ukwamkela ukunyotywa
- Ukuguqula iimpepha ze – Dyunivesithi
- Ukuphatha gwenxa ulwazi oluyimfihlo
- Ubuqhetseba, kuquka: ukujika amaxesha okungena, izicelo zomsebenzi kunye naluphina olunye uhlobo loku.

**Ezempilo nokhuseleko** (*Health and Safety*)

- Ukungakhathaleli izilumkiso ngomlilo, ezempilo, njalo njalo
- Ukutshaya kwiindawo ezingalungiselelwanga oko

**Ukuphatha okugwenxa** (*Offensive behaviour*)

- Ukuthuka okugqithisileyo okanye ukusebenzisa intetho elumezayo kwabanye abasebenzi
- Ukuxhaphaza njengoko kuchaziwe kwi – LRA
- Ukukhuthaza abanye abasebenzi ukuba bayeke ukusebenza okungekho mthethweni

**Impatho – mbi** (*Harassment*)

- Naluphina uhlobo lokuziphatha njengoko kuchaziwe kumgaqo we – Dyunivesithi **u – HI**

Ukuphatha kakubi kuquka oku:

- Intetho yobuhlanga okanye yobuni
- Ukuphatha – phatha okungamkelekanga
- Ukucinezela ngokobuhlanga okanye ngobuni

**Ukuphatha kakubi isikhundla/amagunya** (*Abuse of position/authority*)

- Ukunyanzelisa ukusebenzisa isikhundla kumsebenzi okanye umfundi
- Ukusebenzisa isikhundla ukuze ufumane okuthile
- Ukubaxa amagunya akho
- Ukunyanzelisa ukushiya isikhundla sakho kuba ubaleka amanyathelo oluleko
- Ukunyanzelisa ukuba omnye umsebenzi makashiye isithuba sakhe

**Jikelele** (*General*)

- Ukuphatha umpu/izixhobo ngokungekho mthethweni
- Ukungcakaza (*gambling*) kumasango e – Dyunivesithi
- Ukwaphula umthetho wenkundla okuqatha
- Ukuthatha inxhaxheba kwimigushuzo emgekho mthethweni
- Ukungavumi ukukhangelwa okanye kukhangelwe impahla yakho okusemethethweni

**4. IINDIDI ZEZOHLWAYO (Disciplinary Guidelines)**

**Kuthi xa kujongwa uhlobo emalilandelwe lokululeka kulandelwe ezindidi zilandelayo. Isigqibo salowo uchophele ityala siyahlonitshwa kuquka noko athi kufanelwe kwenziwe.**

<b>Uhlobo Loluleko (Disciplinary Procedure)</b>					
		<b>L1</b>	<b>L2</b>		<b>L3</b>
<b>Uhlobo Lokona (Nature of Offence)</b>		Isilumkiso ngokuthetha	Isilumkiso esibhaliweyo	Isilumkiso esibhaliweyo sokugqibela	Ukurhoxiswa/Ukugxothwa
		<b>Uholobo lokuthethisa</b>	<b>Kungadityaniswa noholobo lokuthethisa</b>		
<b>L1 Uhlobo lokona olungena buzaza</b>					
<b>1.</b>	Ukufika emva kwexesha	1	2	3	4
<b>2.</b>	Ukumka phambi kwexesha	1	2	3	4
<b>3.</b>	Ukudelela uMphathi	1	2	3	4
<b>4.</b>	Ukuphazamisa inkqubo yomsebenzi	1	2	3	4
<b>5.</b>	Ukungakhathali	1	2	3	4
<b>6.</b>	Ukutshaya kwindawo engenzelwanga oko	1	2	3	4
<b>7.</b>	Umgangatho womsebenzi ombi	1	2	3	4
<b>L2 Uhlobo lokona oluqatha</b>					
<b>8.</b>	Ukungaphangeli de iintsuku zibe – 3		1	2	3
<b>9.</b>	Ukungakhathaleli umsebenzi		1	2	3
<b>10.</b>	Ukugcina inkcukacha ngeshlo esinobuzaza esenzeke emsebenzini		1	2	3
<b>11.</b>	Ukubangela ubani anagniki bungqina		1	2	3
<b>12.</b>	Ubuxoki obucacileyo		1	2	3
<b>13.</b>	Ukungaphangeli ngephandle kwesizathu		1	2	3
<b>14.</b>	Ukungalandeli imithetho		1	2	3

15.	Ukulala emsebenzini		1	2	3
16.	Ukuphatha utyala ngokungekho mthethweni emsebenzini		1	2	3
17.	Impatho – mbi njengoko ichazwe ku – H1		1	2	3
18.	Ukungaxibi impahla yokhuselo		1	2	3
19.	Ukudelela okugqithisileyo			1	2
20.	Ukungakhathali okugqithisileyo			1	2
21.	Ukungaphangeli okugqithisileyo (ukudlula iintsuku ezi – 3 kungafiki kwi – 6)			1	2
22.	Ukuba phantsi kwempembelelo yotywala okanye iziyobisi de ungakwazi ukusebenza			1	2
23.	Ukusebenzisa imoto ye – Dyunivesithi okanye iimpahla okungekho mthethweni			1	2
24.	Ukuzibeka engozini okanye abanye abasebenzi ngokungaxibi izikhuselo			1	2
25.	Ukungathobeli umgaqo wokhuselo ngabom			1	2
26.	Ukubetha okanye ukulwa, ukurhorhisa kumasango e – Dyunivesithi			1	2
27.	Impatho – mbi yabasebenzi nguMpathi de arhorhise ngokugxotha njalo – njalo			1	2
28.	Ukuphatha izixhobo ezinobungozi ngaphandle kwemipu			1	2
29.	Ukuphatha umpu ngaphandle lwelungelo olinikwe yi – Registrar			1	2
30.	Ukukhetha okungekho mthethweni nakwaluphina uhlobo			1	2

**L3 Uhlobo lokona oluqatha ngakumbi**

31.	Ukwenzakalisa impahla ye – Dyunivesithi okugqithisileyo				1
32.	Ubusela				1
33.	Ukuthabatha izinto ezingezizo ezakho				1
34.	Ubuqhetseba bokujika iincwadi ze – Dyunivesithi, amaxesha njl – njl				1
35.	Ukugwetywa kwityala elinobuzaza yinkundla yamatyala				1
36.	Ukubetha ngenjongo yokwenzakalisa				1
37.	Ukudlwengula okanye ukuzama ukudlwengula				1
38.	Ukuphatha kakubi ngobuni				1
39.	Ukufuna ukuhlawulwa ngasese				1
40.	Ukungaphangeli ithuba elide (ukudlula iintsuku ezi – 6				1

## 6. UMGAQO WOLULEKO (*Disciplinary Procedure*)

### 6.1 IMITHETHO (*Principles*)

- 6.1.1 Ululeko lulo naluphina uhlobo lokulungisa isimilo oluthi luthatyathwe yi – Dyunivesithi ukuzama ukulungisa ukuziphatha komsebenzi ngaphandle xa engawukwazi umsebenzi.
- 6.1.2 Injongo yokululeka kukulungisa hayi ukohlwaya umsebenzi okanye abasebenzi xa umgangatho womsebenzi wakhe ungonelisi okanye xa eziphethe gwenxa.
- 6.1.3 Umgaqo kufanele uqinisekise oku phakathi kwezinye izinto:
- Ukuba umsebenzi unethuba lokuziphendulela, azifunele abammeli kunye nayo yonke inkxaso ayifunayo;
  - Zonke iimeko zifumene ingqwalasela epheleleyo ngaphambi kokuba kwenziwe isigqibo.
- 6.1.4 Ilungelo lokuba nommeli kufanele lihlonitshwe maxa onke. Umthyo lwa uyakuba nelungelo loku:
- Mmelwa njengoko umgaqo usitho (*Section 5.3 ngezantsi level 1 and 2*);
  - Mmelwa lilungu le – union okanye omnye umsebenzi ngokukholiseke kuye (*Level 3*);
  - Fumana inkonzo ekhawulezileyo, engenamkhethe nokuba ubani ukwesiphi na isikhundla;
  - Fumana ulwazi lwangaphambili ngendlela ethile yokuziphatha;
  - Fumana onke amaxhwebhu ngolwazi lwangaphambili azakuthi asetyenziswe kwelityala;
  - Biza amangqina akhe akwazi ukuwabuza imibuzo okanye amangqina e – Dyunivesithi akwazi ukuwabuza imibuzo;
  - Ukwangeza, uMphathi (Employee Relations Manager) unakho ukuncedisa ukubiza amangqina.
- 6.1.5 Ummangalelwa uyakuhlala engenatyala de afunyanwe enetyala ngenxa yokungqina.
- 6.1.6 Akhukho sohlwayo siyakukhutshwa de kube kanti umgaqo ulandelwe de kwasekugqibeleni.
- 6.1.7 Imigaqo eqhelekileyo yomthetho iyakulandelwa.
- 6.1.8 Izohlwayo iyakuba zezi zilandelayo:
- Ukuthethiswa
  - Isilumkiso esibhaliweyo
  - Isilumkiso esibhaliweyo sokugqibela

- Ukurhoxiswa emsebenzini ngaphandle kwentlawulo (xa ungenakugxothwa)
- Ukugxothwa
- Ukugxothwa ngoko nangoko

5.9.1 Izilumkiso ziyakuhlala ithuba elilandelayo:

- Isilumkiso ngokuthetha siyakuhlala ithuba leenyanga ezintandathu (*six months*) ukusukela ngalamhla sikutshwa ngawo
- Isilumkiso/isilumkiso esibhaliweyo siyakuhlala ithuba elingangonyaka omnye ukusukela ngalamhla sikhutshwe ngawo

5.10 Umsebenzi kufuneka akusayinele ukufumana kwakhe isilumkiso/isilumkiso esibhaliweyo. Ukuba uyala ukwenza oko, amangqina amabini ayakusayina ukuba usinikiwe isilumkiso.

5.11 *Ukurhoxiswa emsebenzini:* Ukuba uMphathi okanye omele yena ucinga ukuba isiganeko eso sinobuzaza ngokwaneleyo, unakho enxibelelene ne – Human Resources Division ukumrhexisa umsebenzi lowo de kuhlale ibhodi yezoluleko. Phantsi kwezimeko umsebenzi uyakuwufumana umvuzo wakhe ngokupheleleyo.

5.12 *Ukurhoxiswa ngaphandle komvuzo:* Umsebenzi angarhoxiswa emsebenzini ngaphandle komvuzo ngokuvumelana nebhodi yoluleko ukuba lelona hlobo lwesohlwayo kunokuba agxothwe.

5.13 *Ukugxothwa:* Umsebenzi ogxothiweyo unelungelo lokufumana wonke umvuzo wakhe kunye neemali zakhe zekhefu ukuya kufika kulamhla agxothwe ngawo.

5.14 *Ukugxothwa ngoko nangoko:* Umsebenzi angagxothwa ngoko nangoko ngaphantsi kwezizathu ezichazwe ngumgaqo 4 (*section 4*) okanye kwizizathu ezichazwe ngumthetho.

5.14.1 Umsebenzi ogxothwe kule meko unelungelo lomvuzo wakhe kodwa akavumelekanga ukuba ahlale nethutyana eli.

**6.2 UMGAQO (Procedure):**  
**UMGAQO WOKUQALA - Amanyathelo e – Supervisor**

- 6.2.1 Ukuziphatha kakubi okungephi kuyakulungiswa yi – Supervisor enokuthi inikezele isilumkiso ngomlomo amva kokuthetha nomsebenzi lowo wonileyo.

Umsebenzi uyakunikwa isilumkiso esisiso emva kokwaphula kwakhe umgaqo, achazelwe ixesha lentlanganiso kunye nokuba angaza nommeli (*jonga phaya ku – 5.3 ngezantsi*)

I – Supervisor kananjalo iyakuthetha naye lo msebenzi ukuzama ukunqanda ukuphinda kwalemeko. Ngokwenza oko, uyaku:

- Qinisekisa ukuba umsebenzi unolwazi oluzeleyo ngoko kungalunganga akwenzileyo;
- Buza izizathu kumsebenzi ezibangele ukuba enze oko akwenzileyo aze azibhale phantsi;
- Vumelana nomsebenzi lowo ngokufanele kwenzeke ukulungisa lomeko;
- Thabatha amanyathelo okulungisa oko kungalunganga;
- Ncedisana nomsebenzi lowo ukufikelela kwezinjongo ngaphandle kokumphatha gadalala;
- Gcina imizuzu ebonisa zonke izigqibo ezithatyathiweyo.

Ukuba kuthe kanti amanyathelo aqatha kufuneka athatyathwe oku kulandelayo kuyakwenziwa:

**UMGAQO WESIBINI - Amanyathelo oMphathi - ntloko (Head of Department)**

- 6.2.2 Kwimeko apho isiganeko siqatha, yaye zonke ezi nzame zingentla aziphumelelanga, uMphathi – ntloko uyakuthi emva kokuba efumene inkcukacha kwi – Supervisor ahlale phantsi kunye nomsebenzi othe wenza oko kungalunganga. Bonke abanye abasebenzi abanolwazi ngoko kwenzekileyo bayakubizwa xa kubhalwa ubungqina.
- 6.2.3 Wonke ubani uyakuba nelungelo lokuza nommeli (*jonga phaya ku – 5.3 ngezantsi*), aze abize amangqina.
- 6.2.4 Emva kokuba bonke ubungqina buviwe, uMphathi- ntloko uyakwenza isigqibo sokuba kufanele kuthatyathwe amanyathelo oluleko kusini na. Ukuba kunjalo, ngokuxhomekeke kubuzaza betyala elo, bayakulandela ezindlela zimbini:
- 5.2.4.1 Kulandelwa umgaqo oku *Section 4*, ubani lowo wonileyo uyakunikwa isilumkiso/isilumkiso esibhaliweyo ngokwexwebhu elibhaliweyo.

Ukuba kukhutshwe isilumkiso esibhaliweyo, kufuneka kuchazwe kakuhle ukuba ubani lowo wone ngantoni, yaye uMphathi - ntloko kufanele asayine.

Ngaphandle kukho izizathu ezivakalayo, incwadi leyo kufuneka ikhutshwe zingaphelanga iintsuku ezintlanu emva komhlangano, yaye kufuneka ichaze ukuba kufanele umsebenzi enze ntoni ukuze angaphindi alulekwe.

Umsebenzi ulindeleke ukuba asayine isilumkiso/isilumkiso esibhaliweyo aze anikwe eyakhe ikopi. Elinye ixwebhu kufanele lithunyelwe kwi – *Employee Relations Manager*. Ukuba umsebenzi uyala ukusayina, amangqina amabini ayakusayina ukuba usinikiwe isilumkiso.

5.2.4.2 Ukuba uMphathi unenkolo yokuba amanye amanyathelo ngaphandle kokunika isilumkiso/isilumkiso esibhaliweyo kufuneka athatyathwe, uyakugqithisela ubungqina ku – Mphathi – ntloko echaza ukuba kufenele enze okunye koku kulandelayo:

- Ukurhoxisa
- Ukugxotha
- Ukugxotha ngoko nangoko

Ngaxeshanye, uMphathi uyakumxelela umsebenzi ukuba ityala lakhe lidluliselwe ngasentla, kuMphathi – ntloko.

### **Amanyathelo oMphathi – ntloko**

6.2.5 UMphathi – ntloko uyakujonga ubungqina obuvela kuMphathi. Ukuba kukho imfuneko bayakuthetha nomsebenzi. Kulemeko banakho ukuphinda babize amangqina azokunika ubungqina obuzakubhalwa phantsi.

6.2.6 Emva kokujonga obu bungqina uMphathi – ntloko anga:

- Lichitha ityala
- Ngqinelana noMphathi , okanye
- Gweba isigwebo esisezantsi

6.2.7 Xa uMphathi – ntloko ebona ukuba ityala malichithwe, okanye efuna isigwebo esisezantsi, uyakuxelela uMphathi kunye nomsebenzi owonileyo.

6.2.8 Ukuba uMphathi – ntloko ufuna ukulidlulisa elityala, uyaku:

- bhalela umsebenzi amxelele
- dlulisela amaxwebhu kwi – *Employee Relations Manager*

6.2.9 Ukuba uMphathi – ntloko ufuna ukunikezela isilumkiso esibhaliweyo uyakwenza njalo ngembhalelwano echaza ityala.

Ngaphandle kukho isizathu esivakalayo, kufanele isilumkiso/isilumkiso esibhaliweyo sikhutshwe zingaphelanga iintsuku ezintlanu emva komhla wetyala, yaye kufuneka ichaze ukuba kuzakwenziwa ntoni ukunqanda ukuziphatha gwenxa.

UMphathi – ntloko uyakuphinda athethe nomsebenzi kwakhona (jonga 5.2.1 ngentla) ukuqinisekisa ukuba umsebenzi akaphindi one.

Umsebenzi uyakulindeleka asayine isilumkiso/isilumkiso sokugqibela aze anikwe ikopi. Elinye ixwebhu liyakuthunyelwa kwi – Employee Relations Manager. Ukuba umsebenzi uyala ukusayina, kuyakubizwa amangqina amabini asayine ukuba unikwe isilumkiso.

### **5.3 Ukumelwa kwibhodi yezoluleko (*Representation at proceedings in terms of 5.2 above*)**

Ukuba umsebenzi uyafuna unelungelo lokukhatshwa yi- *shop steward* yesigxina okanye ummeli we – *union* okanye ngomnye umsebenzi njengoko kuchaziwe ku – level 1 no 2.

Ngokucelwa ngomnye wabachaphazelekayo, ilungu le *Human Resources Division* linakho ukuyakujonga linike neengebiso.

### **5.4 UMGAQO WESITHATHU - Ibhodi yoluleko**

**Ukumiswa emsebenzini ngaphandle kwentlawulo (ngaphandle kokuba ugxothe), Ukugxothwa okanye ukugxothwa ngoko nangoko**

Xa uMphathi – ntloko efuna isigwebo esiqatha ukwedlula isilumkiso esibhaliweyo sokugqibela bayakuthumela amaxwebhu axhasa oko kwi – *Human Resources Division*, abayakuthi badibanise amalungu ebhodi yoluleko zingaphelanga iintsuku ezintlanu. Umhlali ngaphambili walebhodi uyakunyulwa ngu – *Vice Chancellor* okanye *uVice Principal*.

Kufanele ihlale lebhodi zingadlulanga iintsuku ezi – 20 emva kokuhlalelwa kwalomba ngu – Mphathi – ntloko. Kodwa ukuba oku akwenzeki, usihlalo unelungelo lokubeka omnye umhla.

Aba balandelayo bangaya:

- Umsebenzi
- Ummeli womsebenzi
- Ummeli we – Dyunivesithi

- Ummeli okhethwe ngusihlalo
- Itoliki ukuba ikho imfuneko
- Ummeli we – *Human Resources Division*

Ummeli we – Dyunivesithi kunye nomsebenzi bangawabiza amangqina abo njengoko befuna. Kananjalo banelungelo lokuwabuza imibuzo onke amangqina.

Ibhodi iyakwenza isigqibo sokuba ngaba umsebenzi unetyala okanye hayi, ize ibachazele bonke abachaphazelekayo zingaphelanga iintsuku ezili – 15. Ukuba umsebenzi unetyala, ibhodi iyakungweba ngokomgaqo woluleko we – Dyunivesithi.

Isigqibo sebhodi kufanele sibhalelwe umsebenzi kunye ne – *Human Resources Division*. Ukuba umsebenzi uyagxothwa, kufenele imbhalelwano leyo ichaze izizathu.

## 7. **UMGAQO WOKUBHENA** (*Review and Appeal Procedure*)

### 7.1 **Isilumkiso/Isilumkiso sokugqibela**

Zingaphelanga iintsuku ezimbini emva kokufumana imbhalelwano, umsebenzi kufanele abhalele i– *Human Resources Division* acele ukubhena kumntu ongenamkhethe ochongwe ngu – *Vice Chancellor* okanye u – *Vice Principal*. Izizathu zokubhena kufanele zibhalwe phantsi ngokucacileyo.

Umntu ochongiweyo uyakuvelela zonke iinkalo zetyala kuquka nokuthetha nabo bonke abachaphazelekayo.

Umsebenzi uyakuchazelwa isigqibo zingaphelanga iintsuku ezi – 25 ngembhalelwano. Esi sisigqibo esingenakujikwa.

**6.2** Ukuba umsebenzi ogxothiweyo akanelisekanga unelungelo lokuwugqithisela lombha kwisebe elizimeleyo i – *Commission for Conciliation, Mediation and Arbitration* ngokudlula kwisebe lezabasebenzi (*Department of Labour*) njengoko umthetho i– *Labour Relations Act No 66 of 1995* usitsho kunye nokuphuhliswa kwawo.