



RHODES UNIVERSITY

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

1. POLICY PARTICULARS

DATE OF APPROVAL BY RELEVANT COMMITTEE STRUCTURE:

Support Staffing Committee (when policy first approved, Support Staffing Committee did not exist):
4 May 2010

Administrative Sub-Committee of Council: 20th of February 2007; June 2010

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: May 2010

REVIEW DATE: Every three years

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

RESPONSIBILITY:

- IMPLEMENTATION & MONITORING: Human Resources Division, Food Services (in terms of employment for the kitchens) and Housekeeping
- REVIEW AND REVISION: Human Resources Division

ORGANISATIONAL REPORTING STRUCTURE: Human Resources → Director of Human Resources → Registrar: Finance and Operations (in the case of support staff) → 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 short-term relief labour during busy periods (e.g. during orientation period of new students, during graduation, during National festival period) and when current staff are unavailable for short periods of time (e.g. on sick leave, absent without leave).

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

As an ethical employer, the institution does not seek to employ casual staff in lieu of appointing individuals to permanent positions.

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 and the Basic Conditions of Employment Act (BCEA);
- An equitable spread of employment opportunities amongst the casual staff without compromising the operational requirements of the University;
- The fair and equitable as well as efficient recruitment, selection and placement of casual staff to meet the immediate staffing needs of the University;
- Transparency as regards considerations and procedures and other related matters pertaining to the recruitment, selection and appointment of casual staff; and
- Consistency between this policy and any other relevant institutional policies.

2.3 APPLICABILITY OF THIS POLICY

This policy is only for employment of individuals on an ad hoc, casual basis in the support staff areas. These individuals are predominantly at the grade 1 to 5 level.

This does not apply to:

- Academic temporary appointments;
- Fixed term contract appointments of one year or more;
- Contract, as opposed to ad hoc, casual, appointments usually of at least once month for support staff (see Policy for the Employment of Temporary Support Staff).

This policy also applies to staff appointed in outside funded posts.

2.4 DEFINITIONS:

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| Casual | A casual staff member is an individual who renders services on an ad hoc basis, generally not planned, as and when these services are required. They are usually employed for less than one month in any one post and rate of pay is determined on a daily basis. The casual staff member may be continuously employed for longer than one month albeit in a number of different posts. However, this time period should usually not to exceed more than four months of the year. |
| Competencies | These are the requirements for the job in terms of the knowledge, skills and attributes needed to do the job. |
| Fair labour practice | In the recruitment and selection process, a fair labour practice means ensuring that there is no direct or indirect unfair discrimination. Direct unfair discrimination refers to unfairly discriminating against someone on an arbitrary basis not limited to race, sex, gender, age, HIV status, marital status etc. Indirect unfair discrimination refers to practices that adversely impact one group. In order to avoid unfair discrimination the following practices are utilised: standardised application forms, use of job requirements to select candidates, being able to justify relative to the job requirements why an applicant may be unsuitable 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 as per the Policy for the Employment of Temporary Support Staff. 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

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 NEED FOR APPOINTMENT OF CASUAL STAFF

3.1.1 The Human Resources Division will approve the appointment of an individual on a casual basis within the support staff area, usually in response to the following reasons:

- a) Current staff member is absent due to short-term sick leave;
- b) Current staff member is absent from work and the reason for this has not yet been established and/or disciplinary action has not yet been taken;
- c) Current staff member is facing disciplinary action and has been suspended and the outcome thereof is unknown; and
- d) Operational needs where labour is needed for a short duration.

3.1.2 Casual staff will not usually be provided under the following conditions:

- a) For one day's absence by the current staff member. Heads and managers 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. In the Food services and Housekeeping services areas, casuals may be employed on the first day of absence subject to operational requirements and subject to the approval of the Director: Residential Operations or his/her delegated authority;
- b) Appointment of casual staff because of a permanent staff member being on annual leave where the annual leave should not have been granted because of the operational needs. It is recognised that there may be unusual circumstances where for compassionate reasons such leave would be granted. In these circumstances, the Heads and managers can motivate for casual assistance;
- c) Appointment of temporary staff because of the performance problems of one or more staff in the department/division; and
- d) If there is no budget for casual assistance or monies available.

3.2 BUDGETS FOR THE EMPLOYMENT OF TEMPORARY SUPPORT STAFF

- (a) In the case of appointment of casual staff in outside funded units/centres etc, the relevant Head or manager must ensure that there are sufficient funds to allow for the appointment of such staff;
- (b) In the case of other appointments of casual staff, the funds for the employment of casual support staff shall usually be as follows:
 - i. Funds from the vacant post. Please note that the balancing of the annual staff budget predicts a turnover rate for staff and takes into account a certain vacancy savings. This saving is usually the benefit structure (pension, medical aid etc) costs for a post. In practical terms this means that the full budget for a post is not available for the appointment of temporary staff. As a broad benchmark, usually at least 65% of the usual cost of the permanent post would be available for appointment of temporary staff. The HR Division will be able to confirm funds available;
 - ii. Casual assistance budget. Departments or Divisions who can anticipate in advance of a budget cycle that casual assistance will be needed will apply for a casual assistance budget. Provided the budget application is approved, appointment of casual staff will then be against this budget;
 - iii. Other temporary budgets. Where a department/division has funds budgeted for other areas e.g. overtime or student assistance but wishes to use these funds for the appointment of casual staff rather than for the original purpose, this is possible subject to approval by the HR Division.

Where there is an urgent and unanticipated need to employ casual staff and a budget as per above does not exist, the Head or manager can make a special application to the Director: HR. A decision will need to be taken based on the operational need, impact on current staff and costs of employing casual staff.

3.3 ENSURING A POOL OF SUITABLE CASUAL SUPPORT STAFF

The Human Resources (HR) Division is responsible for striving to ensure that there is a pool of competent individuals that are able to be employed on a temporary basis in the relevant departments/sections. The pool is only of grades 1 to 5 staff as the temporary staff data-base will have competent individuals for posts at the grade 6+ level.

This will be achieved by:

3.3.1 Recruitment for the pool of suitable casual support staff

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:

- a) The HR Division maintaining a temporary support staff data-base for staff on grades 6+ as outlined in the Policy for the Employment of Temporary Support Staff;
- b) In addition, the HR Division will maintain a casual staff data-base (for posts on grades 1 to 5 where a significant majority of this work is focused), the specific numbers to be determined based on discussions with the relevant managers as regards their staffing needs and the relevant job requirements. This data-base 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;
- c) The employment of casual staff on grades 1 to 5 from only this casual staff data-base 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;
- d) The HR Division updating the data-base on a regular basis as follows:
 - i. Removing those casuals who have been permanently employed;
 - ii. Indicating which casuals are on temporary contract;
 - iii. Removing any individuals who have been found to be unsuitable in terms work behaviours (i.e. for misconduct);
 - iv. Removing those individuals who have been found to be unreachable on the telephone on at least three consecutive occasions. In these instances, these individuals will be allowed to apply in the future for casual employment through the standard employment drive;
 - v. Removing those individuals who are unable to meet the performance requirements of the job;
 - vi. Removing any individual who insists on being given a termination UIF form. This individual will be allowed to apply in the future for casual employment through the standard employment drive; and
 - vii. Including 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; and
- e) The HR Division conducting a recruitment exercise to update the casual staff data-base, 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.

3.3.2 Individuals applying for casual employment in the support staff area

The following applies:

- a) In all instances, applications are only considered when recruitment drives are conducted and the casual data-base is updated accordingly; and
- b) Being placed on the casual data-base does not guarantee casual employment but does allow for consideration of an individual for such employment, subject to the institution's operational needs.

3.4 DEPARTMENTAL/DIVISIONAL APPLICATIONS FOR CASUAL STAFF

When the Head or manager makes an application for casual staff, the following will apply:

- (a) No Head or manager may employ a casual staff member or make a commitment to what the casual staff member will be paid. Only the Director: HR or delegated authority is allowed to make an offer of appointment;
- (b) No individual may start working within the department/division without a casual employment docket authorised by the HR Division;
- (c) Casual employment dockets will not be authorised retrospectively unless there were circumstances not allowing for this e.g. employment of individual under emergency or crisis situations and staff in the HR Division could not be contacted;
- (d) Extension of the use of casuals beyond the requested period cannot be assumed and there must be timeous liaison with the HR Division subject to the requirements above; and
- (e) The Head or manager is requested to utilise the standard application form for casual assistance. The application ensures the provision of relevant information to allow the HR Division to facilitate a smooth appointment process. This application form is available on the HR Website.

The exception to the above is in the Residential Operations area where casual staff members are employed directly by this Division due to operational requirements. The employment of casual staff is subject to the standard operating procedures laid down by the Director: Residential Operations or his/her delegated authority.

3.5 SELECTION AND NON-SELECTION OF INDIVIDUALS FROM THE DATA-BASE

3.5.1 Selection of individuals

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

- a) Individuals will be appointed on a casual basis into posts for which they have the necessary skills and experience;
- b) 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;
- c) No individual will usually work more than four months of the year¹ *as a casual member of staff*. This does not preclude the person being employed on a temporary contract for a longer period which ensures that the staff member receives the relevant benefits e.g. leave;
- d) Individual/s from the casual list will be contacted telephonically once the relevant section (either the HR Division or the Division of Residential Operations) has established the specific staffing needs and job requirements.

3.5.2 Ineligibility of applicants for casual employment

Certain individuals and/or applicants will not be considered for casual employment as follows:

- a) Any individual where performance problems or misconduct issues have been identified and dealt with in terms of this policy;
- b) Any individual dismissed for misconduct from a previous employer;
- c) Any individual who has resigned from a previous employer in order to avoid disciplinary action which could have resulted in dismissal;
- d) Any individual who has been found guilty of a violent crime in a court of law;
- e) Any individual who comes onto campus for employment purposes when this has not been arranged and authorised by the HR Division and who when requested to leave, refuses to do so;
- f) Any individual who does not return University property, such as uniforms or protective clothing at the end of the period of employment;
- g) Any individual who provides false information in the course of their appointment or employment;
- h) Any individual who sends another individual to work in their place; and
- i) Any individual who reaches pensionable age except where operational need dictates otherwise in that the employment of retirees is necessary to ensure a viable recruitment pool.

Where an individual has been dismissed for incapacity by a previous employer, the individual will need to indicate what steps have been taken to address the incapacity issues. On the basis of this information, the Director: HR or the delegated authority will make a decision on whether or not to include the individual on the casual staff data-base.

3.5.3 Providing false information

Any individual providing false information in the course of their application as a casual staff member (including others working in their place under false pretences) will:

- (a) Have their casual employment terminated with immediate effect; and
- (b) No longer be eligible for any casual, temporary or permanent employment at Rhodes University.

3.6 CONDITIONS OF EMPLOYMENT FOR CASUAL STAFF

3.6.1 Authorisation

Only the Director: HR or his/her designate or in the case of casuals employed in the Residential Operations area, the Director: Residential Operations or his/her designate, is authorised to offer casual employment. No verbal discussion or agreement made between the casual employee and any other authority will be regarded as binding.

3.6.2 Remuneration of casual staff

- a) Casual staff at the grade 1 level will be paid at the cash rate for casual, usually calculated at 20% above the rate for domestic workers as set by the government. Should a casual be required to work in higher grades (fairly unusual), an appropriate rate of remuneration relative to the grade will be determined;

¹ This period is specific because if the individual works for more than 4 months, s/he becomes entitled to leave.

- b) For those individuals working limited hours, the hourly rate is determined based on (a) above;
- c) 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 subject to points d and e below;
- d) Where the individual works on a Saturday, 1x hourly rate will be applied except where s/he has worked over the 45 hours week threshold (as per the BCEA);
- e) Where the individual works on a Sunday, the 2x hourly rate will be applied;
- f) Where an individual works on a public holiday, the 2x hourly rate will be applied;
- g) A casual employee may not work more than 12 hours per day as per the BCEA.

3.6.3 Benefits and leave

Given the short term nature of this employment, there shall be no other benefits for casual staff.

3.6.4 Rules and Regulations of the University

The casual staff member shall be subject to the rules and regulations of the University. The only exception is disciplinary action (see point 3.6.5 below).

In addition, the code of conduct shall apply to all casual staff members. This shall be communicated to casuals when they are recruited and advised that they will be placed on the casual data-base. This code of conduct is available in Appendix 1 of this policy document. 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 data-base.

3.6.5 Performance monitoring and taking disciplinary action

Consistent with the Labour Relations Act, an appropriate procedure is to be followed by supervisors of casual staff members. See Appendix 2.

3.6.6 Eligibility for Contract Employment

- a) Individuals on casual data-base are eligible for temporary contract employment e.g. if someone goes on maternity leave, extended sick leave or is being medically boarded;
- b) In these instances, one or more casuals will be chosen from the data-base using the following criteria:
 - i. That the casual has the relevant skills needed;
 - ii. That the casual has a positive performance record;
- c) Where there are casuals who have been selected for permanent appointment (see below) but who are waiting for a permanent post to come available, these individuals will be selected first for any appropriate contract employment.

3.6.7 Eligibility for Permanent Employment

- a) Individuals on the casual data-base are eligible to apply for grade 1 to 5 posts where such posts have already been advertised internally to other permanent staff or those on temporary contracts (see the R&S Policy for Support Staff posts) with the exception of grade 1 posts in the kitchen environment;
- b) In the case of the grade 1 posts in the kitchen environment, these posts may be advertised directly to those on the casual data-base;
- c) Where casual employees are considered for permanent employment, their past performance and conduct as a casual will form part of the selection process.

3.7 ADMINISTRATION OF EMPLOYMENT OF CASUAL STAFF MEMBERS

Please refer to Appendix 3 for the administrative processes associated with the appointment of temporary members of staff.

4. REVIEW PROCEDURE:

This policy and procedure will be reviewed every three years.

Appendix 1

Code of conduct for Casual Employees

When an individual is employed as a casual staff member, the individual 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:

- Sending someone else to work in your place;
- 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 University has made at least 3 attempts to reach an individual telephonically and has been unsuccessful, that individual will be removed from the casual data-base. The individual will need to reapply for employment as a casual during the annual recruitment drive. Individuals may not come onto campus and wait for employment as a casual. If they do so and they have to be removed by the Campus Protection Unit, they will be permanently removed from the casual list.

Appendix 2: Performance monitoring and taking disciplinary action

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 HR Division can also be called on for advice.

2. Serious Behaviours

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

- i. Complete the standard disciplinary template for calling a hearing. Give this to the casual staff member;
- ii. During the hearing, follow the usual process of hearing evidence. It is advisable that you have another senior member of staff present. Make a decision as regards the wrong-doing of the casual employee;
- iii. Complete the relevant documentation and forward immediately;
- iv. Inform the manager of the department/section of what has happened;
- v. Where necessary for the supervisor to avoid verbal insults or threats of physical violence, the supervisor should not inform the casual employee. In this case move directly to point (vi) below;
- vi. Within 24 hours of this taking place, forward the report to the HR Division 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 permanently 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, the supervisor is to follow this procedure:

- i. Complete the standard disciplinary template for calling a hearing. Give this to the casual staff member;
- ii. During the hearing, follow the usual process of hearing evidence. It is advisable that you have another senior member of staff present. Make a decision as regards the wrong-doing of the casual employee;
- iii. 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 can lead to dismissal in that the employee will be taken off the casual list permanently;
- iv. Complete the relevant documentation and forward immediately;
- v. Inform the manager of the department/section of what has happened;
- vi. Within 72 hours of this taking place, forward the report to the HR Division;
- vii. The HR Division will track this sort of behaviour and where examples of this behaviour have occurred repetitively within a twelve month period, irrespective of the department/section where this has taken place, a hearing will be held (due process followed) and if found guilty, the individual will be informed that they have been taken off the casual list.

4. Performance problems

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

- i. Call another senior member of staff to assist you in relaying the situation to the casual member of staff;
- ii. 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. Casual staff members are not represented by the union so it does not have to be a union member.
- iii. 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;
- iv. Ask the casual employee for an explanation as to why this may be the case;

- v. 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;
- vi. Inform the casual employee of your decision and that your recommendation will go to the HR Division;
- vii. Complete the relevant documentation and forward immediately;
- viii. Inform the manager of the department/section of what has happened in writing with a copy to the HR Division;
- ix. Within 72 hours of this taking place, forward the report to the HR Division. Where the recommendation is that the casual employee should not be considered for similar employment, the HR Division will update the casual data-base 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 HR Division will track this to ensure that no further reports of this nature are received. If there are, this will be brought to the attention of the manager of the section who will be asked to follow the procedure listed above or the process will be followed by the HR Division.

Appendix 3: Administrative processes

- a) When the casual staff member is put on the casual data-base for the first time, the individual will be required to submit the following:
- i. Valid identity document;
 - ii. Bank account, details should be provided;
 - iii. Relevant institutional documentation including signed document indicating receipt of the Code of Conduct and acceptance of the terms thereof.

As a result of this, a casual will be issued with a Rhodes staff card. The casual is required to produce this staff card each and every time they come to Rhodes to work. If the casual loses the card, the replacement of the card shall be at his/her expense.

- b) When a casual staff member arrives for employment, either at the HR Division or the Division of Residential Operations, the following will apply:
- i. The individual will normally be provided with a casual employment docket i.e. "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;
 - ii. Where appropriate, the individual will be issued with uniforms and/or protective clothing which remains the property of the University;
 - iii. The casual employee also needs to ensure non-slip closed shoes are worn in the Food services environment. The casual employee will not be issued with these shoes;
 - iv. 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 the individual is ill, the person will not be permitted to work in that section until deemed fit. Once employed, casual staff may make use of the Health Care Centre facilities for minor ailments, without deductions being made from their wages;
 - v. Should the casual arrive under the influence or be incapable of doing the job due to prior consumption of alcohol, the individual will not be permitted to work in that section and will be dealt with in terms of the Code of Conduct for Casual Employees; and
 - vi. 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 and personal details.
- c) When a staff member has finished the period of employment, any uniforms or protective clothing (excluding protective foot wear provided) must be returned. Different departments/sections must ensure that this happens. Where a casual employee does not return such University property, the individual will not be considered for future employment opportunities and will be removed from the casual data-base. The HR Division expects the relevant managers/supervisors to make appropriate arrangements to ensure the issuing and return of uniforms and that the HR Division will be advised when uniforms and protective clothing have not been returned, so that the casual data-base can be updated accordingly.
- d) The payment arrangement for casuals shall operate as follows:
- i. Casuals are usually paid on a weekly basis in the week following their employment;
 - ii. Casual payments are processed once a week;
 - iii. Payment is authorised by the relevant staff in the HR Division or Division of Residential Operations;
 - iv. Payment is into the bank account of the casual staff member. 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.

