



All appointments are held subject to the Acts, Statutes and Regulations of the University, to Council's resolutions for the time being in force, 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. PERIOD OF APPOINTMENT**

All appointments shall be, in the first instance, for a probationary period of one academic term. An appointment not terminated at the end of the probationary period continues for a further three academic terms.

**2. CONFIRMATION & TERMINATION OF APPOINTMENT**

- 2.1 No offer of employment as sub-warden shall be confirmed where the student has supplementary examinations for no more than one subject in the February of the year of the appointment. This does not apply to aegrotats.
- 2.2 During the probationary period, the appointment shall be terminable by fourteen (14) days written notice by either party.
- 2.3 If the University decides to terminate an appointment at the end of the probationary period, the Sub-Warden shall be so informed in writing.
- 2.4 After the conclusion of the probationary period, the appointment shall be terminable by one month's (30 days) written notice by either party unless the individual has been expelled or suspended from the University such that the person is unable to continue the responsibilities of Sub-Warden.
- 2.5 If the University terminates an appointment, the Sub-Warden may be required, at the discretion of the Dean of Students and the relevant Hall Warden, to move out of Health Care Centre within seven days of the termination of the appointment.

**3. DISCIPLINARY CODE**

- 3.1 In the event of misconduct or performance problems in executing the responsibilities of Sub-Warden, incumbents are subject to the Staff Disciplinary code which can be found at: <https://www.ru.ac.za/intranet/policies/>. Alternatively, the HR Division or Academic Planning Office can be asked for copies of policies and procedures.
- 3.2 In terms of this disciplinary code, Sub-Wardens may be suspended from duty pending the outcome of the disciplinary hearing. In this case, the individual may be required by the Principal, in consultation with the Dean of Students and the relevant Hall Warden, to move out of residence in that Hall.

**4. LEAVE OF ABSENCE**

Sub-Wardens must be in residence during term time unless leave of absence has been granted by the Health Care Centre Sister. Such leave of absence must not involve the University in additional expenditure.

## **5. GENERAL DUTIES OF SUB-WARDENS**

The general duties of the Health Care Centre Sub-Warden are outlined in job profile attached. In executing these duties:

- 5.1 The Sub-Warden is required to be on duty from 18h30 to 7h00, at least 3 times a week. During that period, the person is required to be in the Centre at all times and to have no visitors.
- 5.2 Visitors are allowed (when not on duty) but quiet times in the Centre must be observed, i.e. from 12:30 to 14:00 and from 21:00 to 07:00.
- 5.3 Should the job incumbent wish to remain in residence during the holiday period, s/he will be required to pay the normal University daily rate.

## **6. UNIVERSITY RULES**

Sub-Wardens shall be regarded as students for the purposes of the Student Discipline Code. They are, therefore, required to observe all the University's rules and regulations affecting students, subject only to certain privileges which may be extended either by the Principal of the University or the Dean of Students.

## **7. OTHER APPOINTMENTS**

Sub-Wardens shall not be eligible to be elected to serve on the SRC, or to be elected to the positions of Hall or House senior/head students. Students elected to such other posts will be required to resign from his/her position of sub-warden if they wish to remain in the other post.

**Last updated: 2007**