

**RHODES UNIVERSITY**

**BENEFITS AND ALLOWANCES OF HALL,**

**HOUSE WARDENS AND ASSISTANT-HOUSE WARDENS for 2014**

# **PROVISION OF FOOD**

# **This dispensation does not apply to the House warden at the Gavin Relly post-graduate village.**

To encourage interaction between Wardens and students, the following dispensations apply:

# 1.1 For Hall and House Wardens, free meals for these Wardens and their families (spouses, partners[[1]](#footnote-1), dependent children and any other dependents as determined by the Director: Student Affairs on application) are provided in the dining halls during terms. Hall and House Wardens and their families are entitled to free meals in one of the dining halls during the vacations for as long as one of the Dining Halls is open. In the event of the closure of a kitchen due to industrial action or otherwise, where students are reimbursed for meals missed, Wardens and their families, as described above, will receive the same reimbursement.

# 1.2 For Assistant Wardens, free meals are provided in the dining halls during terms as well as during the vacation when a Dining Hall is open. In terms of their partner (as determined by the Director: Student Affairs and assessed by the House Warden on application), they are entitled to one meal per day in the dining hall during terms. The same provisions apply during the vacation when a Dining Hall is open. In the event of the closure of a kitchen due to industrial action or otherwise, where students are reimbursed for meals missed, the same provision as allocated above, applicable to Assistant-House Wardens and their partner will apply.

# 1.3 Wardens (refers inclusively to Hall, House and Assistant House Wardens) and their families cannot accrue credit for meals not eaten.

# Free meals are provided on an occasional basis for Hall Fellows.

# **ACCOMMODATION AND FURNITURE**

# Free accommodation will be provided for Wardens for the full period of their appointment

# Except for curtains and carpets, no other furniture and fittings will usually be provided, including:

# No linen or bedding will be provided to Wardens.

# No crockery or cutlery will be provided to Wardens.

# All Hall, House and Assistant Wardens will be provided with stoves if required.

# Assistant Wardens will be provided with refrigerators in their flat-lets.

# Subject to availability, refrigerators may be loaned to Hall and House Wardens for a period not exceeding one year.

1. **SERVICING OF ACCOMMODATION**
	1. Wardens who do not wish to make use of the cleaning services will not be eligible for any reimbursement.
	2. During term time and for Monday to Friday only, all Hall Wardens will be provided with cleaning services not in excess of two hours per day. In the case of House and Assistant Wardens the service shall be for a maximum period of one hour per day. In the event of a Warden being a Hall and House Warden the service shall be for a maximum period of two hours per weekday.
	3. The cleaning service will only include vacuuming the house/flat, dusting the area, and cleaning the ablution areas in the house/flat. The cleaning service will include the provision of toilet paper.
	4. Wardens who require additional service will be expected to make private arrangements at their own expense. Such arrangements may not be made with current Rhodes University staff unless such arrangements are outside work hours and where the staff member has applied to the University to do private work.
	5. During vacations when a Warden is involved in Conference wardening he/she would be eligible for the cleaning service as outlined above.

## **ELECTRICITY AND WATER**

Free electricity and water will be provided.

1. **TELEPHONE**

 Each Warden will be provided with a telephone with the following provisions:

 5.1 House Wardens will only be able to make national calls from their extension.

 5.2 Hall Wardens will be able to make national as well as international calls.

 5.3 Assistant Wardens will only be permitted to make internal calls from their extensions. When other calls need to be made pertaining to their duties, appropriate arrangements must be made to use the House Warden’s telephone.

5.4 The University will pay for the monthly rental and for up to a maximum of 40% of the units which will be regarded as official calls. The balance of 60% must be paid by the House and/or Hall Warden.

1. **CONCESSION AND REMISSION OF FEES**

This section only applies to those Hall, House and Assistant-House Wardens who are not also employees of the University in another capacity. Please refer to the Remission of Fees Protocol and related policies for more detail.

## **COMPUTER FACILITIES AND INTERNET ACCESS**

All Wardens have internet connectivity, and can request a roll-down computer from the IT Division, the latter being subject to availability.

## **ENTERTAINMENT ALLOWANCES**

## Hall and House Wardens receive entertainment allowances for the entertainment of students in the residence. The exact allowances will be announced in the beginning of each year.

## **LONG SERVICE AWARDS**

For those Wardens who are not otherwise employed by the University, they are also eligible for long-service awards. More detail can be found at: <http://www.ru.ac.za/humanresources/supportstaff/recognitionandreward/longserviceawards/>

1. **MERIT AWARDS**

Wardens, like other support staff, are eligible for merit awards. More detail can be found at: <http://www.ru.ac.za/humanresources/supportstaff/recognitionandreward/meritawards/>

1. **FAREWELL TO A WARDEN**

The Protocol for the Exit Process, point 13, notes “There are certain processes followed in the vacating of the wardens’ accommodation. These processes are managed by the management of the Residential Operations Section of the Infrastructure and Operations Division and are not detailed here. This protocol deals with the processes associated with farewell parties and gifts.” More detail can be found at: <http://www.ru.ac.za/humanresources/supportstaff/leavingru/exitprocess/>.

## **Last updated: October 2014**

1. Partners refers to those in a committed relationship with the staff member where the person is living with the staff member and household expenses are shared. [↑](#footnote-ref-1)