



**RHODES UNIVERSITY EMPLOYMENT EQUITY REPORT FOR
THE PERIOD 1/09/2007 TO 31/08/2008
SECTION A: EMPLOYER DETAILS**

Trade name	Rhodes University
DTI registration name	
PAYE/SARS number	L 160 705 820
UIF reference number	105 715/8
EE reference number	Not supplied in any correspondence from DoL
Industry/Sector	ETDP
Seta classification	ETDP
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Postal code	6140
City/Town	Grahamstown
Province	Eastern Cape
Physical address	Lucas Avenue
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Postal code	6140
City/Town	Grahamstown
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Details of CEO at the time of submitting this report

Name and surname	Dr Saleem Badat
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Details of Senior Manager for Employment Equity at the time of submitting this report

Name and Surname	Mrs Sarah Fischer
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Business Type

- | | |
|--|---|
| <input type="checkbox"/> Private Sector | <input type="checkbox"/> Parastatal |
| <input type="checkbox"/> National Government | <input type="checkbox"/> Provincial Government |
| <input type="checkbox"/> Local Government | <input checked="" type="checkbox"/> Educational Institution |
| <input type="checkbox"/> Non-profit Organization | |

Information about the organization at the time of submitting this report

Number of employees in the organization	<input type="checkbox"/> 0 to 49 <input type="checkbox"/> 50 to 149 <input checked="" type="checkbox"/> 150 or more
In terms of Section 14 of the Act, are you voluntary complying?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is your organization an organ of State?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of submitting this report	1 October 2008

Please indicate the preceding twelve-month period (in the case of large employers) or twenty-four month period (in the case of small employers) covered by this report, except for first time reporting where this may not be possible:

From (date): 1 September 2007 To (date): 31 August 2008

Please indicate below the duration of your current employment equity plan:

From (date): 1 September 2007 To (date): 31 August 2008

Section B: Workforce Profile

1. Occupational Categories

1.1 Please report the total number of **employees** (including employees with disabilities) in each of the following **occupational categories**: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Male			Female				White Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	Male	Female		
								W			
Legislators, senior officials and managers	3	2	1	2	1	1	16	23	0	0	49
Professionals	19	2	7	15	4	2	120	169	19	10	367
Technicians and associate professionals	9	14	3	2	3	1	20	36	1	1	90
Clerks	12	6	0	30	25	3	120	5	0	1	202
Service and sales workers	15	7	1	58	9	2	7	2	0	0	101
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	2	0	0	2
Craft and related trades workers	25	29	0	0	1	0	0	12	0	0	67
Plant and machine operators and assemblers	29	0	0	1	0	0	0	0	0	0	30
Elementary occupations	160	8	0	166	3	1	0	1	0	0	339
TOTAL PERMANENT	272	68	12	274	46	10	283	250	20	12	1247
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	272	68	12	274	46	10	283	250	20	12	1247

1.2 Please report the total number of **employees with disabilities only** in each of the following occupational categories: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Rhodes commentary:

People with impairments are those who satisfy all the following criteria:

- (1) Long-term or recurring: the impairment has lasted or is likely to persist for at least twelve months including progressive conditions at such time as the condition becomes substantially limiting
- (2) Where the impairment is physical (including sensory such as hearing or sight impairments) and/or mental (a clinically recognised condition or illness that affects a person's thought processes, judgement or emotions)
- (3) The impairment is substantially limiting and cannot be addressed through medical treatment or other means to limit the adverse effects and where in the absence of reasonable accommodation, the person would either be totally unable to do a job or would be significantly limited in doing the job.

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
	Legislators, senior officials and managers	0	0	0	1	0	0	0	1	0	
Professionals	0	0	0	1	0	0	0	0	0	0	1
Technicians and associate professionals	0	0	0	0	0	0	0	0	0	0	0
Clerks	0	0	0	1	0	1	0	2	0	0	4
Service and sales workers	0	0	0	0	0	1	0	0	0	0	1
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	3	0	0	0	0	0	0	0	0	3
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary occupations	2	0	0	0	0	1	0	0	0	0	3
TOTAL PERMANENT	2	3	0	3	2	1	0	3	0	0	14
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	2	3	0	3	2	1	0	3	0	0	14

2. Occupational levels

2.1 Please report the total number of **employees** (including employees with disabilities) in each of the following **occupational levels**: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels										TOTAL	
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male		Female
Top management	1	1	1	1	0	0	6	9	0	0	19
Senior management	3	1	0	1	0	0	6	13	0	0	24
Professionally qualified and experienced specialists and mid-management	18	2	7	14	5	3	124	171	19	9	372
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	10	16	3	3	3	1	18	39	1	2	96
Semi-skilled and discretionary decision making	35	24	1	87	34	5	129	17	0	1	333
Unskilled and defined decision making	205	24	0	168	4	1	0	1	0	0	403
TOTAL PERMANENT	272	68	12	274	46	10	283	250	20	12	1247
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	272	68	12	274	46	10	283	250	20	12	1247

2.2 Please report the total number of **employees with disabilities only** in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	1	0	0	0	1	0	0	2
Professionally qualified and experienced specialists and mid-management	0	0	0	1	0	0	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	1	0	1	1	1	0	2	0	0	6
Unskilled and defined decision making	2	2	0	0	1	0	0	0	0	0	5
TOTAL PERMANENT	2	3	0	3	2	1	0	3	0	0	14
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	2	3	0	3	2	1	0	3	0	0	14

2.3 Core operation functions and Support functions by occupational level

Job evaluation or grading systems, as illustrated in the EEA9, are used to measure a job in terms of content in order to establish its worth or value in relation to other jobs in an organization. The worth or value of a job is represented on a vertical axis as an occupational level. A job could either be a **Core operation** function or a **Support** function. **Core Operation Function** positions are those that directly relate to the core business of an organization and may lead to revenue generation, e.g. sales, production, etc. Whereas **Support Functions** positions provide infrastructure and other enabling conditions for revenue generation, e.g. human resources, corporate services, etc. Please indicate on table 2.3.1 the number of employees that are in **Core Operation Function** positions and in table 2.3.2 the number of employees that are in **Support Function** positions at each occupational level.

Rhodes University commentary: At Rhodes University and for the purposes of this report, "Core" is defined as those directly involved in the core business of the institution, namely teaching, research and community engagement.

2.3.1 Please indicate the total number of employees (including people with disabilities), that are involved in **Core Operation Function** positions at each level in your organization. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
	Top management	1	0	0	2	0	0	0	0	0	
Senior management	0	0	0	0	0	0	0	1	0	0	1
Professionally qualified and experienced specialists and mid-management	15	2	6	162	9	3	2	96	19	8	322
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	16	2	6	164	9	3	2	97	19	8	326
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	16	2	6	164	9	3	2	97	19	8	326

2.3.2 Please indicate the total number of employees (including people with disabilities), that are involved in **Support Function** positions at each level in your organization. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
	Top management	1	1	1	7	1	0	0	6	0	
Senior management	3	1	0	13	1	0	0	5	0	0	23
Professionally qualified and experienced specialists and mid-management	2	0	1	9	5	2	1	28	0	1	49
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	10	16	3	39	3	3	1	18	1	2	96
Semi-skilled and discretionary decision making	35	24	1	17	87	34	5	129	0	1	333
Unskilled and defined decision making	205	24	0	1	168	4	1	0	0	0	403
TOTAL PERMANENT	256	66	6	88	265	43	8	186	1	4	921
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	256	66	6	86	265	43	8	186	1	4	921

Section C: Workforce movement

3. Recruitment

3.1 Please report the total number of new recruits, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels										TOTAL	
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male		Female
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	1	0	2	0	0	0	1	0	0	4
Professionally qualified and experienced specialists and mid-management	2	2	1	1	1	1	9	7	3	3	30
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	4	5	0	3	0	1	2	1	0	0	16
Semi-skilled and discretionary decision making	6	2	0	8	3	0	9	4	0	1	33
Unskilled and defined decision making	11	1	0	2	0	1	0	0	0	0	15
TOTAL PERMANENT	23	11	1	16	4	3	20	13	3	4	98
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	23	11	1	16	4	3	20	13	3	4	98

3.2 Please report the total number of new recruits with disabilities only in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Rhodes University commentary: During the current equity period, only 3 of all the new staff appointed were disabled. The employment of these individuals is as a direct result of the HR Division's Kuyasa internship project (see Document 5 for further details of the internship programme) which is an internship for those with impairments. These individuals are appointed to permanent kitchen attendant positions.

Occupational Levels	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
	Top management	0	0	0	0	0	0	0	0	0	
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	3	0	0	0	0	0	0	0	0	0	3
TOTAL PERMANENT	3	0	0	0	0	0	0	0	0	0	3
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	3	0	0	0	0	0	0	0	0	0	3

4. Promotion

4.1 Please report the total number of promotions into each occupational level, including people with disabilities.
Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Rhodes University commentary: These statistics reflect the internal promotions of staff at Rhodes University achieved either through:

1. *In the case of academic staff, the personal promotion of individuals (reflected in the level of professionally qualified staff). In this equity period, 19 academics were promoted through the personal promotion, 72% of these were those from designated groups. The other 21 appointments (a total of 40 appointments) in this level was the appointment of staff to higher level posts; and*
2. *In the case of academic and support staff, the employment of current staff into higher positions within the institution.*

Of the 187 vacant posts, a total of 63 (34%) were advertised internally only.

However, a higher number of staff were appointed in that 85 staff (45%) were promoted to a higher level out of the 187 available vacant posts. In the previous equity period 2006/2007, this statistic was 58% with the actual number of posts slightly higher. Within this 85 staff, 17% (14 appointments) were individuals who were not from designated groups. Within this 85 staff, 58% (49 appointments) were Black staff.

Occupational Levels											TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Top management	0	0	0	1	0	0	0	1	0	0	2
Senior management	0	0	0	0	0	0	2	0	0	0	2
Professionally qualified and experienced specialists and mid-management	2	0	1	1	2	2	12	16	3	1	40
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	1	0	3	1	0	4	3	2	1	15
Semi-skilled and discretionary decision making	5	3	0	6	5	0	8	0	0	0	27
Unskilled and defined decision making	13	0	0	5	0	0	0	0	0	0	18
TOTAL PERMANENT	20	4	1	16	8	2	26	20	5	2	104
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	20	4	1	16	8	2	26	20	5	2	104

4.2 Please report the total number of promotions involving **people with disabilities only** in each occupational level. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
	Top management	0	0	0	0	0	0	0	0	0	
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	0	0	0	0	0	0	0	0	0
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	0	0	0	0	0	0	0	0

5 Termination

“Termination” includes those individuals who have left the University due to reasons such as resignation; non-renewal of contract; retrenchment; dismissal for misconduct; and dismissal for incapacity.

5.1 Please report the total number of terminations in each occupational level, including people with disabilities.

Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels											TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Top management	0	1	0	0	0	0	0	0	0	0	1
Senior management	0	1	0	0	0	0	2	0	0	0	3
Professionally qualified and experienced specialists and mid-management	1	0	0	5	1	0	9	22	2	0	40
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	0	1	0	0	0	2	0	0	0	5
Semi-skilled and discretionary decision making	8	2	1	8	4	2	16	2	0	0	43
Unskilled and defined decision making	12	2	0	3	2	0	0	0	0	0	19
TOTAL PERMANENT	23	6	2	16	7	2	29	24	2	0	111
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	23	6	2	16	7	2	29	24	2	0	111

Rhodes commentary:

1. In the equity period, the institution has seen a large number of white women (16 out of 43 – 13% turnover) leaving from the semi-skilled, discretionary decision-making group which includes secretarial and clerical staff. While this level of turnover is of concern for institutional stability (and there have been problems with finding suitable temporary staff at this level), it has provided an opportunity for the employment of Black staff especially from those successfully completing the support staff internship programme;
2. The turnover amongst the group of professionally qualified is 11% (40/372);
3. Black staff constitute 17.5% of the total turnover in the professionally qualified occupational level. That 7 of the Black staff in this level left the institution represents a 14% turnover. This statistic is high and needs to be carefully monitored.

5.2 Please report the total number of terminations involving **people with disabilities only** in each occupational level. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels											TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	0	0	0	0	0	0	0	0	0
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	0	0	0	0	0	0	0	0

5.3 Please report the total number of terminations in each **termination category** below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

“Other” includes those individuals who have left the University due to reasons such as death and retirement

Terminations	Male				Female				White Male	Foreign Nationals		TOTAL
	A	C	I		A	C	I	W	W	Male	Female	
Resignation	9	3	1		8	4	2	20	18	2	0	67
Non-renewal of contract	0	1	0		2	0	0	2	1	0	0	6
Dismissal – Operational requirements (retrenchment)	0	0	0		0	0	0	0	0	0	0	0
Dismissal - misconduct	10	1	0		4	0	0	1	0	0	0	16
Dismissal - incapacity	0	0	0		0	0	0	0	0	0	0	0
Other	4	1	0		2	3	0	6	6	0	0	22
TOTAL	23	6	1		16	7	2	29	25	2	0	111

Rhodes commentary:

1. A figure of 67 resignations out of a total of 1247 staff represents a total voluntary turnover of 5%. This is regarded as low but is influenced by very low turnover figures at lower levels in the institution; and
2. A total institutional turnover of 111/1247 is 9% would be regarded as average.

5.4 Please report the total number of terminations involving **people with disabilities only** in each **termination category** below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Terminations	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Resignation	0	0	0	0	0	0	0	0	0	0	0
Non-renewal of contract	0	0	0	0	0	0	0	0	0	0	0
Dismissal – Operational requirements (retrenchment)	0	0	0	0	0	0	0	0	0	0	0
Dismissal - misconduct	0	0	0	0	0	0	0	0	0	0	0
Dismissal - incapacity	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0

Section D: Disciplinary Action (This section is *not applicable to small employers*)

- 6 Disciplinary action:** (report the total number of disciplinary actions during the twelve months preceding this report). **Report on formal outcomes only.** Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Disciplinary Action	Male			Female				White Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	Male	Female		
	26	2	0	8	2	0	1	0	0	0	

Section E: Skills Development (This section is *not applicable to small employers*)

7 Training

- 7.1 Please report the total number of people who received training, including for people with disabilities, and not the number of training courses attended, in each occupational category.

Rhodes University commentary: These statistics reflect figures for the ETDP SETA period 1 April 2007 to 31 March 2008. These numbers include those individuals who participate in professional development programmes offered by CHERTL and the Research and Development office.

Occupational Categories	Male			Female				White Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	Male	Female		
	Legislators, senior officials and managers	0	1	0	1	1	1	15	6	0	
Professionals	49	38	11	37	23	42	107	222	0	0	529
Technicians and associate professionals	5	3	1	2	0	0	10	9	0	0	30
Clerks	7	6	1	51	9	3	49	3	0	0	129
Service and sales workers	7	3	0	8	2	0	4	3	0	0	27
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	5	0	0	0	0	0	0	1	0	0	6
Elementary occupations	74	5	0	70	10	0	0	0	0	0	159
TOTAL PERMANENT	147	56	13	169	45	46	185	244	0	0	905
Non – permanent employees	3	0	0	1	0	0	5	3	0	0	12
GRAND TOTAL	150	56	13	170	45	46	190	247	0	0	917

7.2 Please report the total number of **people with disabilities only**, and not the number of training courses attended, who received training in each occupational category.

Occupational Categories									Foreign Nationals		TOTAL
	Male				Female				Male	Female	
	A	C	I	W	A	C	I	W			
Legislators, senior officials and managers	0	0	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	0	0
Technicians and associate professionals	0	0	0	0	0	0	0	0	0	0	0
Clerks	0	0	0	0	0	0	0	0	0	0	0
Service and sales workers	0	0	0	0	0	1	0	0	0	0	1
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary occupations	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	0	0	0	0	0	0	0	0	0
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	0	0	1	0	0	0	0	1

7.3 Please report the total number of people, including for people with disabilities, and not number of training courses attended, who received training in each occupational level.

Occupational Levels									White Male	Foreign Nationals		TOTAL
	Male			Female				W	Male	Female		
	A	C	I	A	C	I	W					
Top management	0	1	0	0	0	0	0	0	0	0	1	
Senior management	0	1	0	1	1	1	15	6	0	0	25	
Professionally qualified and experienced specialists and mid-management	49	38	11	37	23	42	107	222	0	0	529	
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	19	12	2	61	11	3	63	15	0	0	186	
Semi-skilled and discretionary decision making	5	0	0	2	0		0	1	0	0	8	
Unskilled and defined decision making	74	5	0	70	10	0	0	0	0	0	159	
TOTAL PERMANENT	147	57	13	171	45	46	185	244	0	0	908	
Non – permanent employees	3	0	0	1	0	0	5	0	0	0	9	
GRAND TOTAL	150	57	13	172	45	46	190	244	0	0	917	

7.4 Please report the total number of **people with disabilities only**, and not the number of training courses attended, who received training in each occupational level.

Occupational Levels											TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	1	0	0	0	0	1
TOTAL PERMANENT	0	0	0	0	0	1	0	0	0	0	1
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	0	0	1	0	0	0	0	1

Section F: Qualitative Assessment (This section is *not applicable to small employers*)

8 Awareness of Employment Equity

8.1 Please indicate which of the following awareness measures were implemented by your organization:

	No. of employees covered	Yes	No	Please explain
Formal written communication	About 70	✓		Letters to all HoDs before commencement of process of writing equity policy and plan in 1990. Meetings with Senate and Faculty Boards during 2008 to discuss new/revised Equity Plan.
Policy statement includes reference to employment equity	About 600 staff who have access to computers.	✓		On the University website. This is available to all staff with computers. The policy statement has been translated into Xhosa and is able to staff upon request. All new staff are advised that they can request copies of these policies.
Summary of the Act displayed	About 600 staff who have access to computers.	✓		In HR Division office and links on website. Posters on employment equity are being bought.
Employment Equity training		✓		Integrated with diversity programmes, see below.
Diversity management programmes	130	✓		As part of Management Development Programme, HR module held in 2008. Seminars on Employment Equity Act and institutional culture.
Discrimination awareness programmes	20	✓		As part of certificate courses for administrative staff and supervisory staff run within the institution.
Other (please specify): Gender Imbizo	60	✓		Imbizo to focus on gender issues was held in November 2007.
Total	880			

9 Consultation

9.1 Please indicate which stakeholders were involved in the consultation process prior to the development of your employment equity plan and in preparing this Employment Equity Report:

	Yes	No	Please explain
Workplace forum (in terms of the LRA)		✓	No forum exists.
Consultative body or employment equity forum	✓		Equity Committee exists.
Registered trade union (s)	✓		Equity Committee has members of trade unions on it.
Employees	✓		Equity Committee has employees on it.
Other (Please specify): <ul style="list-style-type: none"> • WASA • GENACT 	✓		Equity Committee has representatives of decision-making bodies on it plus students.

9.2 What was the level of agreement reached in the formulation of the plan? Please choose one.

Total	Sufficient	Some	None
	✓		

9.3 How regularly do you meet with the stakeholders mentioned in 9.1? Please choose one.

Weekly	Monthly	Quarterly ✓	Yearly	Other
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10 Analysis

10.1 Please indicate in which categories of employment policy or practices barriers to employment equity were identified:

Categories	Yes	No	Please explain
Recruitment procedures		✓	Appendix 1, part 2 of the report. Further barriers are: 1. Difficulties in finding suitably qualified individuals for appointment in academic and more senior posts in the University. 2. Foreign nationals not being regarded as members of designated groups. They are critical to the University's pursuit of diversity.
Advertising positions		✓	Appendix 1, part 2 of the report
Selection criteria		✓	Appendix 1, part 2 and 5 of the report
Appointments		✓	Appendix 1, part 6 of the report
Job classification and grading		✓	Appendix 1, part 1 of the report
Remuneration and benefits	✓ In part		Appendix 1, part 7 of the report. Further barriers: 1. Lack of access to affordable housing remains a problem for staff. 2. Geographical location and the need to find employment for a spouse or partner.
Terms and conditions of employment		✓	Appendix 1, part 6 of the report
Job assignments	✓ In part		Appendix 1, part 6 of the report
Work environment and facilities	✓ In part		Appendix 1, part 6 of the report
Training and development	✓ In part		Appendix 1, part 9 of the report
Performance and evaluation systems	✓ In part		Appendix 1, part 8 of the report
Promotions	✓		Appendix 1, part 10 of the report
Transfers	✓ In part		Appendix 1, part 10 of the report
Demotions		✓	
Succession and experience planning	✓		Not done
Disciplinary measures		✓	Appendix 1, part 14 of the report
Dismissals		✓	Appendix 1, part 15 of the report
Corporate culture	✓ In part		Appendix 1, part 13 of the report
HIV and AIDS education and prevention programmes		✓	Appendix 1, part 15 of the report. No training conducted in last equity period. Institution participated in HEAIDS project.
Other (please specify):			
Induction	✓ In part		Appendix 1, part 3 of the report
Probation	✓ In part		Appendix 1, part 4 of the report
Retention and exit interviews		✓	Appendix 1, part 12 and 16 of the report

11 Affirmative Action measures

11.1 Please indicate in which categories **affirmative action measures** have been implemented:

Categories	Yes	No	Please explain
Recruitment procedures	✓		Appendix 1, part 2 of the report explains what initiatives are in place.
Advertising positions	✓		Appendix 1, part 2 of the report explains what initiatives are in place. In recent equity period, use of "equity" phrase in adverts.
Selection criteria	✓		Appendix 1, part 2 and 5 of the report explains what initiatives are in place
Appointments	✓		Appendix 1, part 6 of the report explains what initiatives are in place
Job classification and grading	✓		Appendix 1, part 1 of the report explains what initiatives are in place
Remuneration and benefits	✓		Appendix 1, part 7 of the report explains what initiatives are in place. In recent equity period, academic remuneration addressed. Support staff remuneration currently under review.
Terms and conditions of employment		✓	Appendix 1, part 6 of the report explains what initiatives are in place.
Job assignments		✓	Appendix 1, part 6 of the report explains what initiatives are in place.
Work environment and facilities	✓ in part		Appendix 1, part 6 of the report explains what initiatives are in place. Staff Disability Policy exists but needs more rigorous implementation. In equity period, new Parental Leave Policy under consideration.
Training and development	✓		Appendix 1, part 9 of the report explains what initiatives are in place.
Performance and evaluation systems	✓		Appendix 1, part 8 of the report explains what initiatives are in place. In current equity period, personal promotion process for academics is under review.
Setting numerical goals	✓ in the past		This is also currently under review. New proposal is that numerical goals are set at departmental/faculty level.
Promotions	✓		Appendix 1, part 10 of the report explains what initiatives are in place.
Transfers		✓	Appendix 1, part 10 of the report explains what initiatives are in place.
Demotions		✓	Not done
Succession and experience planning		✓	Nothing to date.
Disciplinary measures		✓	Appendix 1, part 14 of the report explains what initiatives are in place
Diversity programme and sensitization	✓ In part but more needed	✓	Appendix 1, part 9 of the report explains what initiatives are in place. More is needed in this regard.
Community investment and bridging programme	✓		Support Staff Internship programmes is a key bridging programme.
Retention measures	✓		Appendix 1, part 12 and 16 of the report explains what initiatives are in place.
Reasonable accommodation	✓		Staff Disability Policy in place. New Parental leave policy due for approval and implementation.
Harassment, discrimination and prejudice	✓		In current equity period, current policy and process of dealing with complaints regarding harassment etc is under review.

12 Resources

12.1 Please indicate what resources have been allocated to the implementation of employment equity during the past year:

Allocation of Resources	Yes	No	Please explain
Appointed a senior manager/s to manage the implementation and monitoring progress		✓	No specific officer. The responsibility of the HR Director and other HR managers.
Allocated a budget to support the implementation goals of employment equity	✓		Support staff internship programme budget of R250 000 per annum is allocated. ETDP SETA is funding graduate internships for those from designated groups. Mellon Foundation has been sponsoring an accelerated development programme for academic staff.
Time off for employment equity consultative committee (or equivalent) to meet on a regular basis	✓		Employers are given time to attend Employment Equity and Equity Committee meetings.
Other (Please specify)			

13 Monitoring and evaluation of implementation:

13.1 How regularly do you monitor progress on the implementation of the employment equity plan? Please choose one.

Weekly	Monthly	Quarterly	Yearly	Other
			✓	

Section G: Progress Report

(Section G to be completed from the second cycle of reporting onwards)

14 Reporting period: From 1 September 2007 to 31 August 2008.

14.1 Did you achieve the numerical targets as set out in your employment equity plan for this period?

Yes	No	In part
		✓

14.2 Did you achieve the affirmative action objectives as set out in your employment equity plan for this period?

Yes	No	In part
		✓

14.3 If not, what were the obstacles you experienced:

What were the obstacles to reaching the employment equity goals and objectives during the past year?
1) Capacity in terms of infrastructural support (lack of additional staff in HR plus a difficulty in recruiting an OD/Employment Equity Officer during the course of 2008 plus inadequate HR information systems) undermine progress. Communication about equity initiatives is sorely lacking due to this.
2) Difficulties in finding suitably qualified staff particularly in more professional posts.
3) Lack of competitive remuneration. While remuneration has been addressed for academics, remuneration for support staff at Rhodes still needs addressing and prices of housing remain significant obstacles.
4) Geographic location of employer and limited employment opportunities for spouses/partners.
5) Lack of progress regarding setting of revised equity goals (numerical and qualitative)

14.4 If yes, what factors promoted the accomplishment of your goals and objectives:

What were the factors that contributed to the accomplishment of the employment equity goals and objectives during the past year?
1) Equity Imbizo in July 2007 and Gender Imbizo in November 2007 plus the tabling of a new Equity Plan which has heightened awareness around these issues. Added to this has been the Vice-Chancellor indicating in Senate at the end of 2007 that equity and transformation was a key strategic priority for the next few years.
2) Tabling of a new Equity Plan which has been discussed at Faculty and Senate level.
3) Flexibility regarding remuneration where necessary.
4) Support staff internship programme.

14.5 Please indicate the numerical goals you have set to achieve for the total number of employees (including people with disabilities) at the end of your current employment equity plan in terms of occupational categories. Note: A=Africans, C=Coloureds, I=Indians and W=Whites:

Occupational Categories								White Male	Foreign Nationals		TOTAL
	Male			Female					W	Male	
	A	C	I	A	C	I	W				
Legislators, senior officials and managers	3	1	1	2	1	1	11	27	The equity targets provided include foreign nationals as to date the University has made no distinction between the employment between nationals and foreign nationals. The University is an international organisation and draws in particular its professional staff from not only South Africa.	47	
Professionals	26	4	6	31	6	5	129	159		366	
Technicians and associate professionals	14	18	7	7	1	1	20	23		91	
Clerks	27	13	4	44	20	7	81	8		204	
Service and sales workers	21	8	1	49	6	1	13	3		102	
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	2		2	
Craft and related trades workers	24	18	0	5	2	1	2	14		66	
Plant and machine operators and assemblers	24	1	2	3	0	0	0	0		30	
Elementary occupations	152	9	0	171	6	0	1	0		339	
TOTAL PERMANENT	291	72	21	312	42	16	257	236		1247	
Non – permanent employees	0	0	0	0	0	0	0	0		0	
GRAND TOTAL	291	72	21	312	42	16	257	236		1247	

14.6 Please indicate the numerical goals you have set to achieve for the total number of **employees with disabilities only** at the end of your current employment equity plan in terms of occupational categories. Note: A=Africans, C=Coloureds, I=Indians and W=Whites :

Occupational Categories	Designated								Non-Designated		TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers	0	0	0	1	0	0	0	1	0	0	2
Professionals	1	0	0	1	1	0	0	1	0	0	4
Technicians and associate professionals	0	0	0	0	0	0	0	0	0	0	0
Clerks	0	0	0	1	2	1	0	2	0	0	6
Service and sales workers	0	0	0	0	0	0	0	0	0	0	0
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	3	0	0	0	0	0	0	0	0	3
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary occupations	2	0	0	0	2	0	0	0	0	0	4
TOTAL PERMANENT	3	3	0	3	5	1	0	4	0	0	19
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	3	3	0	3	5	1	0	4	0	0	19

14.7 Please indicate the numerical goals you have set to achieve for the total number of employees (including people with disabilities) at the end of your current employment equity plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites:

Occupational Levels	Designated							Non-designated		TOTAL	
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male		Female
Top management	1	1	1	1	1	0	8	6	The equity targets provided include foreign nationals as to date the University has made no distinction between the employment between nationals and foreign nationals. The University is an international organisation and draws in particular its professional staff from not only South Africa.	19	
Senior management	2	1	0	1	0	1	8	11		24	
Professionally qualified and experienced specialists and mid-management	30	4	6	30	6	3	125	168		372	
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	20	17	9	18	5	0	19	8		96	
Semi-skilled and discretionary decision making	42	29	3	100	25	5	89	40		333	
Unskilled and defined decision making	196	20	2	162	5	7	8	3		403	
TOTAL PERMANENT	291	72	21	312	42	16	257	236		1247	
Non – permanent employees	0	0	0	0	0	0	0	0		0	
GRAND TOTAL	291	72	21	312	42	16	257	236	1247		

14.8 Please indicate the numerical goals you have set to achieve for the total number of **employees with disabilities only** at the end of your current employment equity plan in terms of occupational levels:

Occupational Levels	Designated							Non-Designated		TOTAL	
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male		Female
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	1	0	0	0	1	0	0	2
Professionally qualified and experienced specialists and mid-management	1	0	0	1	1	0	0	1	0	0	4
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	0	0	1	2	1	0	2	0	0	6
Unskilled and defined decision making	2	3	0	0	2	0	0	0	0	0	7
TOTAL PERMANENT	3	3	0	3	5	1	0	4	0	0	19
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	3	3	0	3	5	1	0	4	0	0	19

14.9 Please indicate the numerical targets you have set to achieve for the total number of employees (including people with disabilities) for the end of the period following the period covered by the current report in terms of occupational categories.

Occupational Categories	Designated							Non-designated			TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Legislators, senior officials and managers	The University is currently in the process of revising its Equity Plan. Due to an extensive consultation process which has taken considerable time and that the Plan has not yet been approved by the institution, we are unable to indicate future targets.										
Professionals											
Technicians and associate professionals											
Clerks											
Service and sales workers											
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers											
Elementary occupations											
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL											

14.10 Please indicate the numerical targets you have set to achieve for the total number of **employees with disabilities only** for the end of the period following the period covered by the current report in terms of occupational categories. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Designated								Non-Designated		TOTAL	
	Male				Female				Foreign Nationals			
	A	C	I	W	A	C	I	W	Male	Female		
Legislators, senior officials and managers	The University is currently in the process of revising its Equity Plan. Due to an extensive consultation process which has taken considerable time and that the Plan has not yet been approved by the institution, we are unable to indicate future targets.											
Professionals												
Technicians and associate professionals												
Clerks												
Service and sales workers												
Skilled agricultural and fishery workers												
Craft and related trades workers												
Plant and machine operators and assemblers												
Elementary occupations												
TOTAL PERMANENT												
GRAND TOTAL												

14.11 Please indicate the numerical targets you have set to achieve for the total number of employees (including people with disabilities) for the end of the period following the period covered by the current report in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Designated							Non-designated			TOTAL	
	Male			Female				White Male	Foreign Nationals			
	A	C	I	A	C	I	W	W	Male	Female		
Top management	The University is currently in the process of revising its Equity Plan. Due to an extensive consultation process which has taken considerable time and that the Plan has not yet been approved by the institution, we are unable to indicate future targets.											
Senior management												
Professionally qualified and experienced specialists and mid-management												
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents												
Semi-skilled and discretionary decision making												
Unskilled and defined decision making												
TOTAL PERMANENT												
Non – permanent employees												
GRAND TOTAL												

14.12 Please indicate the numerical targets you have set to achieve for the total number of **employees with disabilities only** for the end of the period following the period covered by the current report in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Designated							Non-Designated		TOTAL
	Male				Female			Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	
Top management	. The University is currently in the process of revising its Equity Plan. Due to an extensive consultation process which has taken considerable time and that the Plan has not yet been approved by the institution, we are unable to indicate future targets.									
Senior management										
Professionally qualified and experienced specialists and mid-management										
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents										
Semi-skilled and discretionary decision making										
Unskilled and defined decision making										
TOTAL PERMANENT										
Non – permanent employees										
GRAND TOTAL										

Section H: Signature of the Chief Executive Officer

Chief Executive Officer

I hereby declare that I have read, approved and authorized this report.

Signed on this _____ day of _____ year _____

At place: _____

Signature: Chief Executive Officer Full Name

