

25 September 2006

Director General of the Department of Labour  
Employment Equity Registry  
The Department of Labour  
Private Bag X117  
Pretoria 0001

To whom it may concern

Please find attached Rhodes University's Equity Report for the period 1 September 2005 to 31 August 2006, duly submitted on time.

Please note that it is with regret that the University has been unable to complete all of the tables to the extent desired by the Department of Labour. A particular concern for our institution is the new target tables that were not required for previous reports.

The University has appointed a new Vice-Chancellor, Dr Badat, from 1 June 2006. In late July 2006, an Imbizo took place to set the agenda for interalia, equity issues. This Imbizo provided an opportunity for a wide spectrum of staff to participate and it was an important event that allowed for the questioning of current practices.

Since then, a forum has been put together to debate our current employment equity strategy particularly in light of progress made to date. This of course will lead to the questioning of current targets. With the changes in the Employment Equity legislation, further deliberation regarding the issue of foreign nationals will be required. Any recommendations from this forum will need to be discussed in Committees such as Senate and Council. These fora meet once a quarter and it is anticipated that they will receive a firm recommendation in the first quarter of 2007.

Due to the introduction of the new legislative changes in late May 2006 and the appointment of a Dr Badat in June 2006 and subsequent processes, it has not been possible to finalise these targets. The University wants to ensure that the targets are realistic and that appropriate structures can be put in place to support them.

The University therefore, requests the Department of Labour's understanding and tolerance in not being able to provide the necessary information for the target tables. This will be attended to in the 2007 Equity report.

Yours sincerley,

Sarah Fischer  
Director: Human Resources

PLEASE READ THIS FIRST	SECTION A: EMPLOYER DETAILS	
<p><b>PURPOSE OF THIS FORM</b> This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998.</p> <p>This form contains the format for employment equity reporting by employers to the Department of Labour. Both small employers (i.e. employers employing fewer than 150 employees) and large employers (i.e. employers employing 150 or more employees) are required to use this form. Those employers who are not designated, but wish to voluntarily comply, must also use this reporting form.</p> <p>Although all sections of this form apply to large employers, only certain sections of this form should be completed by small employers. Employers who report for the first time are not required to complete the progress report section of this form.</p> <p><b>WHO SHOULD COMPLETE THIS FORM?</b> All designated employers that have to submit a report in terms of the Employment Equity Act, 55 of 1998. Employers who wish to voluntarily comply with the reporting requirements of the Act are also required to complete this form.</p> <p><b>WHEN SHOULD EMPLOYERS REPORT?</b></p> <ul style="list-style-type: none"> <li>Large employers must submit their first report within six months of being designated, and thereafter annually on the first working day of October; and</li> <li>Small employers must submit their first report within twelve months of being designated, and thereafter on the first working day of October of every year that ends with an even number.</li> </ul> <p><b>ESSENTIAL REQUIREMENTS</b> Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. All relevant areas of the form must be fully and accurately completed by employers. <b>Designated employers who fail to observe this provision will be deemed not to have reported.</b> Guidance to overcome difficulties on how to complete the form properly must be obtained from the Department prior to completing and submitting the report.</p> <p><b>SEND TO:</b> Employment Equity Registry The Department of Labour Private Bag X117 Pretoria 0001 Telephone: 012 3094000 Facsimile: 012 3094737 / 3094188 e-mail: <a href="mailto:ee@labour.gov.za">ee@labour.gov.za</a></p>	Trade name	Rhodes University
	DTI registration name	
	DTI registration number	
	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
	Telephone number	046-6038113
	Fax number	046-6038003
	Email address	s.fischer@ru.ac.za
	Postal address	P.O.Box 94
		Grahamstown
	Postal code	6140
	City/Town	Grahamstown
	Province	Eastern Cape
	Physical address	Lucas Avenue
		Grahamstown
	Postal code	6140
	City/Town	Grahamstown
Province	Eastern Cape	
<b>Details of CEO at the time of submitting this report</b>		
Name and surname	Dr Saleem Badat	
Telephone number	046 603 8148	
Fax number	046 622 8444	
Email address	vc@ru.ac.za	
<b>Details of Equity Manager at the time of submitting this report</b>		
Name and Surname	Mrs Sarah Fischer	
Telephone number	046 603 8113	
Fax number	046 6038003	
Email address	s.fischer@ru.ac.za	
<b>Business type</b>		
<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		
<b>Information about the organization at the time of submitting this report</b>		
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 2006	

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

From (date): 1 September 2005 To (date): 31 August 2006

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

From (date): August 2003 To (date): 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	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	2	3	1	0	1	1	8	19	0	1	36
Professionals	10	4	6	15	5	1	114	167	23	12	357
Technicians and associate professionals	9	12	3	1	3	0	15	34	3	0	80
Clerks	10	8	1	21	21	4	140	8	0	1	214
Service and sales workers	16	6	1	55	10	2	7	3	0	0	100
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	1	0	0	1
Craft and related trades workers	26	25	0	0	2	0	0	12	0	0	65
Plant and machine operators and assemblers	27	0	0	1	0	0	0	0	0	0	28
Elementary occupations	151	10	0	169	1	0	0	0	0	0	331
<b>TOTAL PERMANENT</b>	251	68	12	262	43	8	284	244	26	14	1212
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	251	68	12	262	43	8	284	244	26	14	1212

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

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	0	1	0	1
Professionals	0	1	0	0	0	0	0	0	0	0	1
Technicians and associate professionals	0	0	0	0	0	0	0	0	0	0	0
Clerks	1	0	0	0	0	1	0	2	0	0	4
Service and sales workers	0	0	0	0	1	0	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	0	0	0	0	1	0	0	0	0	0	1
<b>TOTAL PERMANENT</b>	1	4	0	1	2	1	0	2	1	0	11
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	1	4	0	1	2	1	0	2	1	0	11

## 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	Designated							Non-designated		TOTAL	
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male		Female
Top management	1	2	1	0	0	0	3	10	0	0	17
Senior management	1	1	0	0	0	0	4	16	0	1	23
Professionally qualified and experienced specialists and mid-management	10	4	6	15	6	2	110	161	24	11	349
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	9	12	3	1	3	0	19	34	2	1	84
Semi-skilled and discretionary decision making	31	17	2	75	31	6	148	14	0	1	325
Unskilled and defined decision making	199	32	0	171	3	0	0	9	0	0	414
<b>TOTAL PERMANENT</b>	251	68	12	262	43	8	284	244	26	14	1212
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	251	68	12	262	43	8	284	244	26	14	1212

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	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	0	0	0	1
Professionally qualified and experienced specialists and mid-management	0	1	0	0	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	1	1	0	0	1	1	0	2	0	0	6
Unskilled and defined decision making	0	2	0	0	1	0	0	0	0	0	3
<b>TOTAL PERMANENT</b>	1	4	0	1	2	1	0	2	0	0	11
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	1	4	0	1	2	1	0	2	0	0	11

**2.3 Operational/Core function and Support function by occupational level (not applicable to small employers)**

2.3.1 Please indicate the total number of employees (including people with disabilities), that are involved in **Operational/Core Function** positions at each level in your organization.

For the purposes of this report, “Core” is defined as those directly involved in the core business of the institution, namely teaching and research .

Occupational Levels	Designated								Non-Designated		TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	1	0	3	0	0	0	0	0	0	4
Senior management	0	0	0	5	0	0	0	1	0	1	7
Professionally qualified and experienced specialists and mid-management	9	2	5	154	10	4	1	86	23	10	304
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
<b>TOTAL PERMANENT</b>	9	3	5	162	10	4	1	87	23	11	315
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	9	3	5	162	10	4	1	87	23	11	315

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	Designated								Non-Designated		TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	1	1	7	0	0	0	3	0	0	13
Senior management	1	1	0	11	0	0	0	3	0	0	16
Professionally qualified and experienced specialists and mid-management	1	2	1	7	5	2	1	24	1	1	45
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	9	12	3	34	1	3	0	19	2	1	84
Semi-skilled and discretionary decision making	31	17	2	14	75	31	6	148	0	1	325
Unskilled and defined decision making	199	32	0	9	171	3	0	0	0	0	414
<b>TOTAL PERMANENT</b>	242	65	7	82	252	39	7	197	3	3	897
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	242	65	7	82	252	39	7	197	3	3	897

## 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	Designated							Non-designated			TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Top management	0	0	1	0	0	0	3	0	0	0	4
Senior management	0	1	0	0	0	0	1	1	0	0	3
Professionally qualified and experienced specialists and mid-management	2	1	1	6	0	1	11	15	3	2	42
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	2	0	1	1	1	5	3	0	0	13
Semi-skilled and discretionary decision making	2	3	1	9	5	1	30	2	0	0	53
Unskilled and defined decision making	29	3	0	14	0	0	0	0	0	0	46
<b>TOTAL PERMANENT</b>	33	10	3	30	6	3	50	21	3	2	161
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	33	10	3	30	6	3	50	21	3	2	161

3.2 No individuals with disabilities were recruited during this period.

Notes to Table 3.1:

1. 161 posts reflects all posts that were advertised. Some of these were advertised internally only for staff while others were advertised internally and externally as follows:

1.1. Most, if not all academic posts (level of professionally qualified) were advertised internally and externally.

1.2. About 50% of support staff posts (semi-skilled, skilled technical senior and top management) were filled by advertising internally only. About 60% of this cohort of staff took up places at higher levels in the organisation.

1.3 Between 95% and 100% of posts for the unskilled staff were advertised internally only and filled either by permanent or casual staff.

2. This table gives the institution a rough idea of turnover in posts.

2.1 Amongst the professionally qualified staff of which the most are academic, the turnover is about 12%.

2.2 The highest turnover is in the top management and senior management areas where the turnover for this combined group was 17.5%.

2.3 This was followed by the semi-skilled area which includes clerical staff where 53 posts have been filled out of a total of 325 posts which is a turnover of 16%.

2.4 This is followed closely with a turnover of just over 15% in the skilled technical grouping.

3. Appendix 1 to this report includes the recruitment statistics by occupational category (as opposed to level indicated above). While this data is not required by the Department of Labour, it is useful for the institution. From this report you will see that in the period of reporting, a total of 161 appointments were made, with a total of 2087 applicants. Only 5 candidates declined the offers made.

4. In the clerical category, where the demographic profile has shifted only slightly in the last 7 years, only 40% (19 of the 49 appointments) of those appointed were Black. Males also continue to fare badly (4 out of 49 appointments). This statistic is similar to that in the 2004/2005 reporting period.

5. Amongst academics, 12% of appointments were Black individuals while the same numbers of males and females were offered appointments.

6. Amongst the management grouping, 6 of the 11 appointments were Black individuals and 7 of which were women.

#### 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

Occupational Levels	Designated							Non-designated		TOTAL							
	Male			Female				White Male	Foreign Nationals								
	A	C	I	A	C	I	W	W	Male		Female						
Top management																	
Senior management																	
Professionally qualified and experienced specialists and mid-management	0	0	1	0	1	0	4	8	1	0	15						
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents				<p>Please note that the above statistics reflect the system of personal promotion which is only for academic staff and does not exist for support staff.</p> <p>Instead, where a support staff job becomes vacant and there are suitable candidates internally, the job is either advertised internally and/or an individual is screened for the post. In this way, staff have an opportunity to move to a higher level position in the organisation.</p> <p>This movement is reflected in the recruitment statistics</p>													
Semi-skilled and discretionary decision making																	
Unskilled and defined decision making																	
<b>TOTAL PERMANENT</b>																	
Non – permanent employees																	
<b>GRAND TOTAL</b>																	

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	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	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
<b>TOTAL PERMANENT</b>	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
<b>GRAND TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0

## 5. Termination

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	Designated							Non-designated			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	2	0	0	2
Senior management	0	0	0		0	0	0	0	1	0	0	1
Professionally qualified and experienced specialists and mid-management	0	0	0		1	1	0	4	7	2	3	18
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	3	0		0	1	0	3	1	0	0	8
Semi-skilled and discretionary decision making	1	1	0		5	2	0	14	3	0	2	28
Unskilled and defined decision making	10	1	0		2	2	0	0	1	0	0	16
<b>TOTAL PERMANENT</b>	11	5	0		8	6	0	21	15	2	5	73
Non – permanent employees	0	0	0		0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	11	5	0		8	6	0	21	15	2	5	73

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	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	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	0	0	0	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	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
<b>TOTAL PERMANENT</b>	1	0	0	0	0	0	0	0	0	0	1
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	1	0	0	0	0	0	0	0	0	0	1



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

Terminations	Designated							Non-designated			TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W		Male	Female	
Resignation	1	4	0	5	3	0	15	7	2	4	41
Non-renewal of contract	0	0	0	1	0	0	1	1	0	0	3
Dismissal – Operational requirements (retrenchment)	0	0	0	0	0	0	0	0	0	0	0
Dismissal - misconduct	4	1	0	0	1	0	0	0	0	0	6
Dismissal - incapacity	0	0	0	0	0	0	0	0	0	0	0
Other (death in service or resignation)	6	0	0	2	2	0	5	7	0	1	23
<b>TOTAL</b>	11	5	0	8	6	0	21	15	2	5	73

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	Designated								Non-Designated		TOTAL
	Male				Female				Foreign Nationals		
	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
<b>TOTAL</b>	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). Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Disciplinary Action	Designated							Non-designated			TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
	17	2	0	1	0	0	0	0	0	0	

**Notes:**

This table does not reflect those staff that resigned to avoid disciplinary action. These statistics are not being kept and will be available in future reporting periods.

## 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.

Please note that these statistics are for the SETA period of 1 April 2005 to 1 March 2006.

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	1	1	0			1	2	32	46	Information not available for this report but will be collected for next Equity report		83
Professionals	128	24	18		155	72	42	463	657			1559
Technicians and associate professionals	16	8	1		7	3	0	37	20			92
Clerks	6	9	1		55	15	3	88	0			177
Service and sales workers	31	15	0		30	14	0	14	5			109
Skilled agricultural and fishery workers	0	0	0		0	0	0	0	0			-
Craft and related trades workers	4	5	0		0	0	0	0	1			10
Plant and machine operators and assemblers	0	0	0		0	0	0	0	0			-
Elementary occupations	36	2	0		38	0	0	0	0			76
<b>TOTAL PERMANENT</b>	222	64	20		285	105	47	634	-			2106
Non – permanent employees	0	0	0		0	0	0	0	0	-		
<b>GRAND TOTAL</b>	222	64	20		285	105	47	634	729	2106		

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	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	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	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	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
<b>TOTAL PERMANENT</b>	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
<b>GRAND TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0

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	Designated							Non-designated			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	1	2	Information not available for this report but will be collected for next Equity report		4
Senior management	1	0	0		0	0	0	5	15			21
Professionally qualified and experienced specialists and mid-management	128	24	18		155	73	44	489	686			1617
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	18	12	2		9	5	1	45	21			113
Semi-skilled and discretionary decision making	39	25	0		83	27	2	94	5			275
Unskilled and defined decision making	36	2	0		38	0	0	0	0			76
<b>TOTAL PERMANENT</b>	222	64	20		285	105	47	634	729			2106
Non – permanent employees	0	0	0		0	0	0	0	0	0		
<b>GRAND TOTAL</b>	222	64	20		285	105	47	634	729	2106		

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	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	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
<b>TOTAL PERMANENT</b>	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
<b>GRAND TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0

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

### Awareness of Employment Equity

7.5 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.
Policy statement includes reference to employment equity	Not applicable	✓		On the University website, available to all staff with computers
Summary of the Act displayed	All	✓		In HR Division office and links on website.
Employment Equity training		✓		Integrated with diversity programmes
Diversity management programmes	15 in 2005/2006	✓		Done as part of the management development programme
Discrimination awareness programmes	About 35 in 2005/2006	✓		Part of Supervision and Office Administration programmes
Other: Articles in staff newsletter plus HR news letter	All staff	✓		Staff newsletter is available to all staff. Equity issues have also been discussed in the HR news letter.

## 8 Consultation

8.1 Please indicate which stakeholders were involved in the consultation process prior to the development of your employment equity plan:

	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.
Representatives of Senate, Council and student body	✓		Equity Committee has representatives of decision-making bodies on it plus students.

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

Total	Sufficient	Some	None
✓			

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

Weekly	Monthly	Quarterly	Yearly	Other
		✓		

**9 Analysis**

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

Categories	Yes	No	Please explain
Recruitment procedures	✓		See Appendix A, section A
Advertising positions		✓	No additional barriers identified in the reporting period
Selection criteria	✓		See Appendix A, section C
Appointments			No additional barriers identified in the reporting period
Job classification and grading	✓		See Appendix A, section E
Remuneration and benefits		✓	No additional barriers identified in the reporting period
Terms and conditions of employment		✓	No additional barriers identified in the reporting period
Job assignments	✓		See Appendix A, section H
Work environment and facilities	✓		See Appendix A, section I
Training and development	✓		See Appendix A, section J
Performance and evaluation systems	✓		See Appendix A, section K
Promotions	✓		See Appendix A, section L
Transfers		✓	No additional barriers identified in the reporting period
Demotions		✓	No additional barriers identified in the reporting period
Succession and experience planning	✓		See Appendix A, section O
Disciplinary measures	✓		See Appendix A, section P
Dismissals		✓	No additional barriers identified in the reporting period
Corporate culture	✓		See Appendix A, section R
HIV and AIDS education and prevention programmes	✓		See Appendix A, section S
Retaining staff	✓		See Appendix A, section T

**10 Affirmative Action measures**

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

<b>Categories</b>	<b>Yes</b>	<b>No</b>	<b>Please explain</b>
Recruitment procedures	✓		See Appendix A, section A
Advertising positions		✓	No additional measures in the reporting period
Selection criteria	✓		See Appendix A, section C
Appointments		✓	No additional measures in the reporting period
Job classification and grading	✓		See Appendix A, section E
Remuneration and benefits	✓		See Appendix A, section F
Terms and conditions of employment		✓	No additional measures in the reporting period
Job assignments	✓		See Appendix A, section H
Work environment and facilities	✓		See Appendix A, section I
Training and development	✓		See Appendix A, section J
Performance and evaluation systems	✓		See Appendix A, section K
Setting numerical goals		✓	See Appendix A, section U
Promotions	✓		See Appendix A, section L
Transfers		✓	No additional measures in the reporting period
Demotions		✓	No additional measures in the reporting period
Succession and experience planning	✓		See Appendix A, section O
Disciplinary measures		✓	See Appendix A, section P
Diversity programme and sensitization	✓		See Appendix A, section V
Community investment and bridging programme	✓		See Appendix A, section W
Retention measures		✓	No additional measures in the reporting period
Reasonable accommodation		✓	No additional measures in the reporting period
Other (please specify):			

**11 Resources**

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

<b>Allocation of Resources</b>	<b>Yes</b>	<b>No</b>	<b>Please explain</b>
Appointed a designated officer to manage the implementation		✓	No specific officer. The responsibility of the HR Director and other HR managers.
Allocated a budget to support the implementation goals of employment equity	✓		
Time off for employment equity consultative committee (or equivalent) to meet on a regular basis	✓		
Other (Please specify)			

**12 Monitoring and evaluation of implementation:**

12.1 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)*

13 Reporting period: From \_\_\_1 September 2005\_ to \_31 August 2006\_\_\_\_\_

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

Yes	No
✓ Mostly	

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

Yes	No
✓ Mostly	

13.3 If not, what were the obstacles you experienced:

<b>What were the obstacles to reaching the employment equity goals and objectives during the past year?</b>
1) Budgetary constraints.
2) Inadequate infrastructure i.t.o information systems and staffing in HR. Death of a HR staff member in July 2005 significantly impact the diversity work that was started. Retirement of HR Director in July 2006 has also impacted staffing structures in the short-term.
3) Other pressing priorities e.g. Higher Education Teaching Quality Audit, making a focus on equity more difficult.
4) Difficulties in attracting and finding qualified staff from designated groups.
5) Redefinition of designated groups by the Department of Labour and the introduction of this initiative in May 2006.

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

<b>What were the factors that contributed to the accomplishment of the employment equity goals and objectives during the past year?</b>
1) Commitment of resources, particularly in development programmes.
2) Implementation of policies to ensure fairness and no unfair discrimination.
3) The University's good reputation does assist in attracting of staff.

13.5 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

**NB: Targets AS AT AUGUST 2008.**

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	2	1	1	2	1	1	8	22	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. With the introduction of the new definition of designated groups by the Department of Labour, the University is currently debating this issue and determining how it should respond. Please see covering letter.		38
Professionals	24	4	7	30	6	5	124	152			352
Technicians and associate professionals	12	16	6	6	1	1	17	21			80
Clerks	26	13	4	44	20	7	80	7			201
Service and sales workers	20	7	1	47	5	1	12	3			96
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	1			1
Craft and related trades workers	25	18	0	5	3	1	2	14			68
Plant and machine operators and assemblers	24	1	2	3	0	0	0	0			30
Elementary occupations	134	8	0	151	5	0	1	0			299
<b>TOTAL PERMANENT</b>	267	68	21	288	41	16	244	220			1165
Non – permanent employees	0	0	0	0	0	0	0	0	0		
<b>GRAND TOTAL</b>	267	68	21	288	41	16	244	220	1165		

13.6 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	This information is not yet available. Please see covering letter.										
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											
<b>TOTAL PERMANENT</b>											
Non – permanent employees											
<b>GRAND TOTAL</b>											

13.7 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	This information is not yet available. Please see covering letter.										
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											
<b>TOTAL PERMANENT</b>											
Non – permanent employees											
<b>GRAND TOTAL</b>											

13.8 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	
Top management	This information is not yet available. Please see covering letter.									
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										
<b>TOTAL PERMANENT</b>										
Non – permanent employees										
<b>GRAND TOTAL</b>										

13.9 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.

**Period 1 September 2006 to 31 August 2007**

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 does not have a year by year target but instead compares its current profile with the target set for 2008. In small categories of staff such as legislators, small movements make big differences on a year to year basis but are smoothed out over a longer period of time.										
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											
<b>TOTAL PERMANENT</b>											
Non – permanent employees											
<b>GRAND TOTAL</b>											

13.10 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	This information is not yet available. Please see covering letter.											
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												
<b>TOTAL PERMANENT</b>												
<b>GRAND TOTAL</b>												

13.11 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	This information is not yet available. Please see covering letter.										
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											
<b>TOTAL PERMANENT</b>											
Non – permanent employees											
<b>GRAND TOTAL</b>											

13.12 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	This information is not yet available. Please see covering letter.									
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										
<b>TOTAL PERMANENT</b>										
Non – permanent employees										
<b>GRAND TOTAL</b>										

## 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

**Please note that the report to the Department of Labour was signed by Dr Badat on the 20<sup>th</sup> of September 2006.**

## Appendix A: (as per section 9 and 10 in the above report)



RHODES UNIVERSITY

### **BARRIERS TO EMPLOYMENT EQUITY AND MEASURES IMPLEMENTED FOR THE PERIOD 1/09/2005 TO 31/08/2006**

In 1999, as stipulated by the Employment Equity Act, Rhodes University undertook an analysis of its employment practices. From this analysis, a range of barriers to employment equity were identified. The 2000 and 2001 Equity Reports of the University, sent to the Department of Labour, detailed all of these barriers. Since 2000, the University has implemented a range of measures to counteract these barriers. These are also detailed in previous Equity reports. This appendix thus reflects the status quo as at 31 August 2005, indicating: (i) the barriers that are still evident in the period 1/09/2002 to 31/08/2005 as well as any additional barriers identified during this period, and (ii) measures put in place to address these during this period. In 2003, discussion groups were held with Black staff to ascertain barriers regarding institutional culture issues. In 2005, diversity management workshops were held with middle and senior management amongst support staff and these surfaced some of the issues raised in previous analyses. A University wide Imbizo in July of 2006 also highlighted some of the barriers that exist. In addition, the Human Resources Division staff continue to monitor processes and their effectiveness thereof on an ad hoc basis.

#### **A. RECRUITMENT PROCEDURES**

1. The following barrier was identified:
  - (i) Insufficient number of suitably qualified people from designated groups applying for posts at Rhodes University. This affects the recruitment pool from which the University can select new staff.
  
2. The following measure has been implemented to address this barrier:
  - (i) The use of Search Committees is beginning to grow but does need to be used more aggressively when needed.
  - (ii) Internship programmes for clerical staff have been increased with the intention of providing a larger recruitment pool for this category of staff.
  - (iii) Use of additional media e.g. City Press, Sowetan is used to increase recruitment pool. However, very few applicants indicate that they have seen the job opportunity in these media.

#### **B. ADVERTISING POSITIONS**

No barriers identified. Alternative newspapers with wider circulation in the Eastern Cape are increasingly being used. National papers such as City Press and Sowetan also being used.



### **C. SELECTION CRITERIA AND PROCESS –**

The following barriers were identified:

- (i) There is limited awareness amongst selection committees on how to address the issue of disability in the recruitment and selection process.

The following measures have been implemented to address these barriers:

- (i) The approval of the Staff Disability Policy. Recruitment and selection training now includes how to deal with this.

### **D. APPOINTMENTS -**

No barrier identified during the appointment period. Only 5 offers out of a total of 165 were declined, 4 from members of the designated groups.

### **E. JOB CLASSIFICATION AND GRADING –**

1. The following barrier was identified:

- (i) A systematic, organisation-wide job evaluation is still ongoing and has not yet been finalised.

2. The following measures have been implemented to address this barrier:

- (i) The University has joined the REM Channel to ensure that grading, benefits and salary packages remain in line and equitable with market trends.
- (ii) All new posts are properly graded so that new staff are placed at the correct grading.
- (iii) The job evaluation exercise has reached renewed attention with all jobs being graded by the end of 2006.

### **F. REMUNERATION AND BENEFITS –**

1. The following barriers were identified:

- (i) Staff leaving for better remuneration.
- (ii) Grave unhappiness by current staff.

2. The following measures have been implemented to address this barrier:

- (i) Rhodes has joined the REM Channel to ensure that grading, benefits and salary packages remain in line and equitable with market trends.
- (ii) Council has agreed to having research done to investigate what other employers are doing in order to assess competitiveness.

### **G. TERMS AND CONDITIONS OF EMPLOYMENT –**

No barriers and no measures implemented.

## **H. JOB ASSIGNMENTS –**

The following barrier was identified.

- (i) There is no formal process in place to identify jobs that can be done by the physically or mentally disabled or jobs that can be done with reasonable accommodation of the work context or responsibilities.

The following measure has been implemented:

- (i) The Staff Disability Policy has been approved in September 2005. This now clarifies what the University's stance on these matters is. This policy now needs to be rolled out.

## **I. WORKING ENVIRONMENT AND FACILITIES –**

1. The following barriers were identified:

- (i) Not all buildings (i.e. older buildings) are accessible to the disabled.

2. The following measures have been implemented:

- (i) As regards point (i) above, there is ongoing consideration of what buildings need to be altered to be more accessible to the disabled.
- (ii) The Staff Disability Policy for staff requires that attention be given to this matter upon the appointment and on-going employment of disabled staff.

## **J. TRAINING AND DEVELOPMENT**

1. The following barriers have been identified:

- (i) Staff participation difficulties in the ABET programmes: high absenteeism and drop-out rates. Without this basic level of English, access to other training is problematic e.g. participation in learnerships.
- (ii) Staff capacity problems in the Training Office due to a death of a staff member and resignation of another 2 out of a team of 5 have delayed progress with learnerships.

2. The following measures have been introduced:

- (i) Introduction of development plans for each ABET learner. Ongoing monitoring from ABET staff continues.
- (ii) Staff appointments have been made.

## **K. PERFORMANCE and EVALUATION SYSTEMS**

1. The following barriers were identified in the probation process:
  - (i) Performance standards expected of staff are not always clearly and consistently communicated to all new staff.
  - (ii) Performance counselling does not always take place consistently when performance standards are not met.
  - (iii) Criteria used to evaluate performance are not always closely linked to specific inherent job requirements.
  - (iv) Special assistance is not always and consistently provided to members of designated groups who do not meet the required standard.
  - (v) There is no formal performance management system including an appraisal system operating in the institution.
  
2. The following measures have been implemented to address these barriers:
  - (i) All new support staff appointed get a copy of their job profile.
  - (ii) This profile is used as part of the probationary process and managers/HoDs are required to comment on the person's competence relative to the profile.
  - (iii) The merit award system for support staff uses the job profile.
  - (iv) Training on the new disciplinary procedure has taken place which insists on performance counseling as the first step with performance problems.
  - (v) A project team has been created to explore introducing a performance management system into the University. The progress on this has been slow due to the staffing difficulties discussed in section J, point 1 (ii) above).

## **L. PROMOTION & MERIT AWARDS –**

1. The following barriers were identified:
  - (i) There is no formal and regular evaluation of individual performance in order to encourage application for promotional posts (vacant posts at a higher level in the institution) or merit awards.
  
2. The following measures have been implemented to address these barriers:
  - (i) Point (i) above may be addressed in time by the possible performance management system.

## **M. TRANSFERS –**

1. No barriers were identified.

## **N. DEMOTIONS –**

1. No barriers were identified.

**O. SUCCESSION AND EXPERIENCE PLANNING -**

1. The following barriers were identified:
  - (i) Whilst succession planning takes place on an informal, ad hoc basis, there is no formal succession planning policy.
2. The following measures have been implemented to address these barriers:
  - (i) No further action is anticipated until there is clarity on the introduction of a performance management system for support staff. Nothing formal is planned for academic staff.

**P. DISCIPLINARY MEASURES –**

No barriers were identified.

**Q. DISMISSALS –**

1. No barriers were identified.

**R. CORPORATE CULTURE –**

1. The following barriers were identified:
  - (i) The need to ensure that the organisational culture is inclusive of all staff and is one that all staff can identify with.
  - (ii) There is a need to support new staff.
  - (iii) Racism is experienced by some staff.
  - (iv) Concerns over the current methods of reporting grievances concerned with equity i.e. the standard grievance procedure.
- (2) The following measures have been implemented to address these barriers:
  - (i) Work continues to be done in this area. Diversity management workshops were run with all support staff senior and middle management in the first half of 2005. Due to staffing difficulties outlined in section J 1 (ii) above, this could not be continued. This needs to be picked up again in due course.
  - (ii) As regards (ii) above, the induction programme attempts to provide support for new staff.
  - (iii) As regards point (iii) above, the University's harassment policy recognizes racism as a form of harassment. All staff subjected to racism, have recourse under this policy. In addition the disciplinary procedure has been updated and training has taken place. The grievance procedure is under review.
  - (iv) Exit interviews continue to be conducted to ascertain why staff are leaving.

## **S. HIV/AIDS EDUCATION & PREVENTION PROGRAMME –**

1. The following barrier was identified:
  - (i) More training on the Policy and the management of HIV/AIDS is needed.
2. The following measures have been implemented to address these barriers:
  - (ii) HIV/AIDS policy current under review.

## **T. RETAINING STAFF –**

1. The following barrier was identified:
  - (i) The high cost of acquiring accommodation in Grahamstown.
2. The following measures have been implemented to address this barrier:
  - (i) New staff and staff appointed on contract are able to secure longer term rentals agreements in University transit accommodation.
  - (ii) The University is to build additional transit accommodation units on campus so as to make available accommodation for new staff at more affordable rentals.
  - (iii) The University is investigating a staff loan facility in order to assist staff acquire their own property.

**In addition, section F, point 14 requires information on affirmative action measures implemented for the following:**

## **U. SETTING NUMERICAL GOALS**

1. No further measures were implemented.

## **V. DIVERSITY PROGRAMMES AND SENSITISATION**

1. A diversity management programme was started at the beginning of 2005. This focused on support staff exploring the current culture of the institution and whether this culture was alienating to staff from designated groups. Discussions were held on the kind of culture needed. The intention was to then take these discussions into the different areas of the University and work with all levels of staff. However, due to staffing difficulties, this has had to be postponed. The intention was that this would be pursued in 2006 but the HRD Manager responsible for this resigned from this job. This will commence again in due course.

**W. COMMUNITY INVESTMENT AND BRIDGING PROGRAMMES**

1. The establishment of a section for Community Engagement has made progress in this regard.

As regards bridging programmes:

- (i) The Mellon Foundation Programme for Accelerated Development for new academic staff continues.
- (ii) The Support Staff Internship Programme also continues. In 2006, the programme was expanded to accept 6 clerical staff from the Grahamstown community. These are individuals with an appropriate post-matric qualification but no work experience.

**X. RETENTION MEASURES –**

1. Exit interview process has been revisited with a view on how to ensure meaningful data.

**Y. REASONABLE ACCOMMODATION –**

1. No measures were implemented.

## Income differential statement

### PLEASE READ THIS FIRST

**WHAT IS THE PURPOSE OF THIS FORM?**  
This form contains the format for reporting income differentials to the Employment Conditions Commission.

**WHO FILLS IN THIS FORM?**  
All designated employers must complete every section of this statement.

**SEND TO:**  
Employment Equity Registry  
The Department of Labour  
Private Bag X117  
Pretoria 0001  
Telephone: 012 3094000  
Facsimile: 012 3094737 / 3094188  
e-mail: [ee@labour.gov.za](mailto:ee@labour.gov.za)

### SECTION A: EMPLOYER DETAILS

Trade name	Rhodes University
DTI registration name	
DTI registration number	
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
Telephone number	046-6038113
Fax number	046-6038003
Email address	s.fischer@ru.ac.za
Postal address	P.O.Box 94
	Grahamstown
Postal code	6140
City/Town	Grahamstown
Province	Eastern Cape
Physical address	Lucas Avenue
	Grahamstown
Postal code	6140
City/Town	Grahamstown
Province	Eastern Cape

#### Details of CEO at the time of submitting this report

Name and surname	Dr Saleem Badat
Telephone number	046 603 8148
Fax number	046 622 8444
Email address	vc@ru.ac.za

#### Details of Equity Manager at the time of submitting this report

Name and Surname	Mrs Sarah Fischer
Telephone number	046 603 8113
Fax number	046 6038003
Email address	s.fischer@ru.ac.za

#### 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 2006

## SECTION B: INCOME DIFFERENTIALS STATEMENT

OCCUPATIONAL CATEGORIES	TOTAL																	
	TOT IN CAT.	REMUNERATION P/MONTH @ END AUG	AFRICAN		COLOURED		INDIAN		WHITE		AFRICAN		COLOURED		INDIAN		WHITE	
			NO OF EMPL.	TOTAL REM.	NO OF EMPL.	TOTAL REM.	NO OF EMPL.	TOTAL R	NO OF EMP	TOTAL REM	NO OF EMP	TOTAL REM	NO OF EMP	TOTAL REM	NO OF EMP	TOTAL REM.	NO OF EMP	TOTAL REM.
LEGISLATORS, MANAGERS	36	1060614	2	50396	3	116482	1	86302	19	572096	0	0	1	9109	1	14656	9	211573
PROFESSIONALS	357	7321333	18	346324	4	62855	7	139294	181	4194354	21	345895	5	82974	2	39058	119	2110579
TECHNICIANS & ASS. PROFESSIONALS	80	969176	11	117304	12	117621	3	43028	35	481667	1	9001	3	24993	0	0	15	175561
CLERKS	214	1767921	10	66423	8	73412	1	8350	8	76340	21	149192	21	152147	4	24695	141	1217362
SERVICE & SALES	100	518777	16	79620	6	45186	1	5678	3	18166	55	244584	10	64280	2	12209	7	49053
SKILLED AGRI. & FISH	1	15888	0	0	0	0	0	0	1	15888	0	0	0	0	0	0	0	0
CRAFT WORKERS	65	445937	26	119531	25	164164	0	0	12	153711	0	0	2	8531	0	0	0	0
PLANT & MACHINE OPS	28	122246	27	118253	0	0	0	0	0	0	1	3993	0	0	0	0	0	0
ELEMENTARY OPS.	331	1131970	151	526623	10	36259	0	0	0	0	169	565452	1	3637	0	0	0	0
PERMANENT EMPLOYEES	1212	13353861	261	1424474	68	615979	13	282652	259	5512222	268	1318118	43	345670	9	90619	291	3764129
TOTAL	1212	13353861	261	1424474	68	615979	13	282652	259	5512222	268	1318118	43	345670	9	90619	291	3764129



**PLEASE PROVIDE REASONS FOR DISPARITIES WITHIN EACH OCCUPATIONAL CATEGORY BELOW:**

**Discrepancies in all groups except for professionals can be explained as follows:**

The University uses the JE Manager job evaluation system for this group. The conversion to Paterson would be D5 to F5. Job profiles are all graded prior to the advertising of a post. Each post is linked to a salary scale.

Minimum salary starting point is pitched taking into consideration the minimum skills, qualification and experience required for each particular post. The primary consideration for the specific salary of an individual is the incumbent's experience, skills, qualification relative to the minimum requirements. However, his/her current salary is also considered. The salaries of other employees currently employed relative to their experience, skills and qualification is also looked at in terms of a desire to ensure internal equity.

Individuals are appointed on a salary scale. Provided they are not on the maximum of the scale, every year an employee's salary is increased by one notch increment until the maximum of the scale is reached. Scales are being checked using Remchannel salary survey of Channel consulting.

Therefore disparities between groups is linked back to the individual determination of salaries.

**Discrepancies in the group of Professionals**

This group also includes academic staff. Non-academic staff salaries are determined as above. Academic posts are not graded but there are particular levels of posts.

Minimum salary starting point is pitched taking into consideration minimum skills, qualification and experience required. The primary consideration for the specific salary of an individual is the incumbent's experience, skills, qualification relative to the minimum requirements. However, his/her current salary is also considered. The salaries of other employees currently employed relative to their experience, skills and qualification is also looked at in terms of a desire to ensure internal equity.

Individuals are appointed on a salary scale provided they are not on the maximum of the scale, every year an employee's salary would increase by one notch increment until the maximum of the scale is reached. Scales are checked using Remchannel salary survey of Channel consulting to ensure a market related

Please use the table below to indicate the total remuneration paid to all employees in each OCCUPATIONAL LEVEL

OCCUPATIONAL LEVELS	TOTAL IN CAT.	TOTAL REMUNERATION P/MONTH @ END AUG	MALE								FEMALE							
			AFRICAN		COLOURED		INDIAN		WHITE		AFRICAN		COLOURED		INDIAN		WHITE	
			NO OF EMP	TOTAL REM	NO OF EMP	TOTAL REM	NO OF EMP	TOTAL REM	NO OF EMP	TOTAL REM	NO OF EMP	TOTAL REM	NO OF EMP	TOTAL REM	NO OF EMP	TOTAL REM	NO OF EMP	TOTAL REM
TOP MANAGEMENT	17	747720	1	30728	2	97886	1	86302	10	430512	0	0	0	0	0	0	3	102292
SENIOR MANAGEMENT	24	544999	1	19668	1	18597	0	0	17	398004	0	0	0	0	0	0	5	108730
PROFESSIONALLY QUALIFIED AND EXPERIENCED SPECIALISTS AND MID MANAGEMENT	348	7049166	18	346324	4	62855	7	139294	175	3971980	21	345895	6	92083	3	53714	114	2037021
SKILLED TECHNICAL AND ACADEMIC. QUAL. WORKERS JUNIOR MGT, SUPERVISORS, FOREMAN AND SUPERINTENDENTS	84	1012843	11	117304	12	117621	3	43028	34	459308	1	9001	3	24993	0	0	20	241588
SEMI SKILLED AND DISCRETIONARY DECISION MAKING	325	2391025	31	177331	17	141663	2	14028	14	139460	75	390715	31	216427	6	36904	149	1274498
UNSKILLED AND DEFINED DECISION MAKING	414	1608109	199	733119	32	177358	0	0	9	112958	171	572507	3	12167	0	0	0	0
TOTAL PERMANENT	1212	13353861	261	1424474	68	615979	13	282652	259	5512222	268	1318118	43	345670	9	90619	291	3764129
GRAND TOTAL	1212	13353861	261	1424474	68	615979	13	282652	259	5512222	268	1318118	43	345670	9	90619	291	3764129

PLEASE PROVIDE REASONS FOR DISPARITIES WITHIN EACH OCCUPATIONAL LEVEL BELOW:

As on page 32.