**RHODES UNIVERSITY CIRCULAR No 2/2014**

**UKUSETYENZISWA KWE-HEALTH CARE CENTRE NGABASEBENZI**

Emva kothethathethwano nombutho wabasebenzi i-NEHAWU kunye nabantu baseHealth Care Centre, abasebenzi baziswa ngoku kulandelayo:

1. Bonke abasebenzi abangenayo iMedical Aid, bangakwazi ukusebenzisa inkonzo zase HCC ngaphandle kwentlawulo. Ezinkonzo zibandakanya ukudibana nabongikazi, ukunikwa amayeza nokuxilongwa ngugqirha. Oku kusekelezelwe ekubeni iUniversity ingabhatali zindleko ezinxulumene ne-medical aid yoluluhlu lwabasebenzi.
2. Bonke abasebenzi abanayo iMedical Aid, bona bavumelekile ukusebenzisa iinkozo yokuxilongwa ngabongikazi nokufumana amayeza kodwa ke bazkuzibhatalela ezinkonzo zikhankanyiweyo apha (ingcaciso ikwelinqaku lesithathu (3) lilandelayo). Koluluhlu lwabasebenzi inkonzo yokuxilongwa ngugqirha ayizukufumaneka koko bazakuncedwa ekubeni bathunyelwe kugqirha abamfunayo, oko kukuthi bazakwenzelwa idinga lokubona logqirha bamfunayo ngabantu baseHCC.

Oku ke kusekelezelwe ekubeni iUniversity ibhatala inxalenye yendleko ze-medical aid. Ukuba ke umsebenzi one-medical aid ukhethe ukuba aye eHCC kunokuya ekhemesti ayokuthatha amayeza ngemedical aid yakhe, kufuneka ke eyihlawulele lenkonzo (inkqaku 3 ngezantsi);

1. Bonke abasebenzi abane-medical aid kuzakufuneka benze intlawulo ezakuthi itsalwe emivuzweni yabo rhoqo ngempelanyanga (iHCC izakuqinisekeisa ukuba oku kuyenzeka isebenzisana neSalaries Office):
2. Ukuxilongwa ngumongikazi kodwa unganikwa mayeza izakuba iyiR50, rhoqo umntu endwendwela iHCC;
3. Ukuxilongwa ngumongikaza uze unikwe amayeza kuzakuba yiR100, rhoqo umntu endwendwela iHCC.
4. Icandelo le-HR lizakuthi gqolo ngenyanga lithumele uludwe lwabasebenzi abakwi-medical aid eHCC. Oku kwenzelwa ukuba oku kukhankanywe kulamanqaku angentla (inkqaku 2 no 3) kwenzeke.

5. **Naku ekufuneka kuqatshelwe ngabasebenzi malunga nokunikwa i-sick certificates** (amaphepha kaGqirha) eHCC:

* 1. Ukuba umsebenzi uye akaphangele iintsuku ezintathu nangaphezulu ngenxa yokugula, kufuneka umntu afumane iphepha elisuka kugqirha. Abongikazi base-HCC abanalo ilingelo lokunikezela ngalamaphepha/ezizatifiketi

1. Ukuba umsebenzi akaphilanga usuku okanye iintsuku ezimbini, akukho phepha likagqirha ekufuneka elizisile emsebenzini. Okunye ke kukuba akukho phepha azakulinikwa ngabongikazi baseHCC. Ukususela ngoku ukubheka phambili, akukho maphepha azakunikezwelwa ngabongikazi baseHCC.
2. Xa kuthe kwenzeka ukuba umsebenzi andwendwele iHCC, azive ngathi akakulungelanga ukubuyela emsebenzini ngenxa yokungaziva mnandi, kufuneka enze umsindleko wokuqhagamishelana ne-supervisor okanye umphathi wakhe achaze phambi kokuba aphume ngamasango agoduke.
3. Konke ke oku kuchazwe ngentla kuzakuqala ukusebenza ukususela umhla we15 kuJuly 2014

**Mrs Sarah Fischer**

**DIRECTOR, HUMAN RESOURCES**