



ISICWANGCISO SEZIKO IRHODES YUNIVESITHI ESIHLENGAHLENGISIWEYO SOKUBUYISELA NGENDLELA ABASEBENZI ABAYINTSALELA EKHAMPASINI NAKWIZIKHULULO ZABO ZOKUSEBENZELA – KU-MATSHI 2021

Intshayelelo

Umsinga wesibini wokosuleleka yi-COVID-19 sele usemva kwethu kubalulekile ngoko ukuba iYunivesithi iRhodes ifumane uzinzo kwaye iimvume zangaphambili ezazinikiwe zokusebenzela kude ziphinde ziqwalaselwe ukuze abasebenzi abangekabuyeli emsebenzini nakwizikhulo zabo zokusebenzela benze njalo. Impilo, ukhuseleko nentlalo-ntle yabasebenzi bethu kunye nabafundi ihleli ingumba obalulekileyo kwaye ngenxa yoko ukubuyela kwentsalela yabasebenzi ekhampasini kuya kwenziwa ngendlela elungiselelweyo eya kuthi ikhokelwe ziimfuno zokusebenza zeYunivesithi, indlela ohamba ngayo ubhubhane kunye nokuqwalaselwa ngokufanelekileyo kwesantya sakhe siza kunceda abantu bakwazi ukugonywa.

Lo mthetho wokuziphatha uthatha indawo yeSICWANGCISO SEZIKO SE-RU SOKUBUYISELWA KWABASEBENZI KWIKHAMPAZI (sika-Juni 2020) kwaye uya kuba yindawo ekubhekiswa kuyo ngaphandle kokuba inqanaba losulelo lihleli kwinqanaba langoku okanye lisezantsi. Ukuba kungakho ugqabhuko oluhlangeneyo kwiYunivesithi iRhodes kunye / okanye eMakhanda kunye / okanye umsinga wesithathu siya kuphinda siqwalasele ubukho babasebenzi abasekhampasini.

Injongo yesicwangciso

Kuninzi okufundiweyo kulo bhuhane kwaye kufuneka siqhube siye phambili siphinde silungise imisebenzi ngendlela enenkathalelo. Iindlela zokuziphatha zijolise ekunikezeleni umkhomba-ndlela kwii-HoDs, kuBalawuli, kuBaphathi beeNgcaciso kunye naBasebenzi ukuze, kangangoko kunokwenzeka, baziqhelanise nemeko yomsebenzi. Iintlanganiso zokijongana ubuso ngobuso azikhuthazwa. Naziphi na iintlanganiso zokujongana ubuso ngobuso ezibandakanya ukusetyenziswa kwamagumbi okuhlangana kuya kufuneka zilandele 'uMthetho wokuziphatha kwiiNdawo zeNdibano'.

Olu xwebhu kufuneka lufundwe kunye nezi ndlela zokuziphatha zilandelayo kunye namaxwebhu anokufumaneka kwiwebhusayithi ye-HR (<https://www.ru.ac.za/humanresource/>): -

- 1) Isikhokelo seZiko se-RU se-COVID-19
- 2) UMthetho wokuziphatha wokuthatha ikhefu neMicimbi yabaSebenzi ye-RU COVID-19
- 3) UMgaqo-nkqubo weKhefu laBasebenzi
- 4) UMthetho wokuziphatha weMeko zeKhefu eziFundweni kunye neNdlela yeKhefu eMsebenzini
- 5) UMthetho wokuziphatha weMpilo noKhuseleko we-RU COVID-19
- 6) UMthetho wokuziphatha we-COVID-19 yoVavanyo lokuqala loMngcipheko
- 7) Iphepha lemibuzo le-COVID-19 yokuziVavanyo lwemihla ngemihla
- 8) Impendulo ye-RU kwiiNdaba eziqinisekisiweyo ze-COVID-19
- 9) Isikhokelo sokunikezela ngeMisebenzi yeziFundo uBuso ngoBuso ngendlela yokulawula umngcipheko
- 10) UMthetho wokuziphatha woFikelelo we-RU COVID-19
- 11) Isibhengezo seZifo esele zikhona kunye nokuLungiselelwa okufanelekileyo
- 12) UMthetho wokuziphatha wokuSetyenziswa kweNdawo zeNdibano
- 13) INdlela yoLuleko yaBasebenzi
- 14) IiNdlela zokuSebenza (ngaphandle kokuba ayifanelekanga ekuqhubeni ishishini kunye neZithintelo zeNqanaba lesiLumkiso)

Ukusebenziseka

UMthetho wokuziphatha usebenza kubo bonke abasebenzi kwiYunivesithi iRhodes abaqeshwe isigxina okanye

okwethutyana nokuba bayasebenza ngokusisigxina okanye ngokungekhosigxina kwaye kubandakanywa abasebenzi abafumana inkxaso-mali ngaphandle.

Imigaqo yeSikhokelo sokubuyisela kancinci kancinci intsalela yabasebenzi ekhampasini nakwizikhululo zabo zomsebenzi

Ukuqinisekisa ukuba sinokuwulungiselela unyaka wezifundo wama-2021 kubalulekile ukuba abasebenzi (ngakumbi abasebenzi abanomsebenzi onxulumene ngqo nabafundi) **abangeka** buyeli ekhampasini, babuyele kwizikhululo zabo zomsebenzi nakwikhampasi ngendlela elungisiweyo ngokukhawuleza. Ii-HoDs, abaLawuli kunye nabaLawuli beeNgcaciso kufuneka baqwalasele iimithetho yokuziphatha ebhalwe apha ngasentla enokufumaneka kwiwebhusayithi ye-HR (<https://www.ru.ac.za/humanresource/> ukukhokela ukubuyela kwentsalela yabasebenzi ehampasini.

Ngokukodwa: -

- 1) Abasebenzi abanomsebenzi onxibelelene ngqo nokubuya kwabafundi kwaye ke iinjongo zemfundo zeYunivesithi ezinje kodwa zingaphelelanga kubasebenzi kumasebe emfundo, iCandelo loBhaliso, iCandelo leMicimbi yaBafundi, iOfisi yamanye amazwe kunye neThala leencwadi ukuqinisekisa ukuba ziyafikeleleka kwaye ziyaphenduleka ukulungiselela ukuququzelela ukubuyela okuthe tyaba nokushiyanayo kwabafundi ekhampasini kwaye ke kufuneka babuyele ekhampasini nakwizikhululo zabo zomsebenzi ngokusisigxina.
- 2) Abasebenzi abangasebenziyo kwaphela okanye abasebenza ngaphantsi kwe-100% kumthamo bekude kufuneka babuyele ekhampasini nakwizikhululo zabo zomsebenzi ngokusisigxina.
- 3) Abasebenzi abanomsebenzi ongonelanga ekufuneka bewenzile ngenxa yokuba abafundi bengabuyanga baya kuthunyelwa kwiindawo ezifuna ukuncediswa.
- 4) Abasebenzi abebesebenza kangange-100% kumandla abo bekude kufuneka babuyele ekhampasini njengoko kufunekayo ngokusebenza kwaye njengoko beyalelwe yi-HoD, uMlawuli kunye / okanye noMphathi weCandelo.

- 5) Imodeli eyahluliweyo yenzelwe utshitsha tshintsho kunye nokuguquguquka ukuze ingaxinanisi ikhampasi ngokukhawuleza ukogqitha abasebenzi ababandakanyeka ngqo kwiprojekthi yezifundo.
- 6) Ngaphandle kuphela kwabasebenzi abathe babhalise ukuba banezifo ezizezinye kwa-HR (Schalk van der Merwe) kunye nabasebenzi abaneminyaka engama-60 nangaphezulu.
- 7) Abasebenzi abangabhaliselanga ukuba banezinye izifo esele zikhona kuba bebesebenza kude kufuneka babhalise ngokoMthetho wokuziPhatha weSibhengezo sesinye isifo kunye nokuLungiselelwa okuFanelekileyo.
- 8) Kuyanqweneleka ukuba njengoko abasebenzi begonyiwe bonke, abasebenzi baya kubanakho ukubuyela ekhampasini nakwizikhululo zabo zomsebenzi ngokusisigxina.
- 9) Ukusebenzisana kujongenwe ubuso ngobuso kufuneka kuqhube kugcinwe kwiqondo elisezantsi kwaye ngokuhambelana neendlela zokuziphatha malunga noku.

ULUDWE LONXIBELELWANO (NGOKWE-ALFABHETHI)

Inkxaso efunekayo	Um(aba)ntu o(aba)noxanduva	Inkcukacha zoqhagamshelwano
IDesika yoNcedo yoKhuseleko lweKampasi leeyure ezingama-24	USEkela-Mlawuli: kwiiNkonzo zokuSebenza, Mnu Dawie van Dyk kunye noMphathi: CPU, Mnu Joel Mabotja	j.mabotja@ru.ac.za - 046 603 8146/7 okanye 067 055 2268
I-CHERTL	I-HoD, Njing Jo-Anne Vorster	j.vorster@ru.ac.za - 046 603 7352
linkonzo zokucoca (kubandakanya ukuzaliswa kwezicoci zezandla)	USEkela-Mlawuli: UkuSebenza kweeNdawo zokuhlala, Nksz. Jay Pillay	jay.pillay@ru.ac.za okanye 082 801 2389
IiNkomfa, iMisitho kunye neMisebenzi	UMphathi: INkomfa, iMisitho kunye neMisebenzi, Nksz Charmaine Avery	c.avery@ru.ac.za

Inkxaso efunekayo	Um(aba)ntu o(aba)noxanduva	Inkcukacha zoqhagamshelwano
<p>liNkonzo zeeNgcebiso (abasebenzi)</p>	<p>UMlawuli: UkuFunda noPhuhliso, Mnu Schalk van der Merwe</p>	<p>s.vandermerwe@ru.ac.za – 083 260 2522</p> <p>INombolo yeMpilo ePhakamileyo yePSET Umnxeba ongahlawulelwayo - 0800 36 36 36 okanye ngoMyalezo wefowni (iSMS) 43336</p> <p>FAMSA – famsa@imagnet.co.za - 046 622 2580</p> <p>Umnxeba weSizwe woLuleko kwezeNgqondo - 0861-322-322</p> <p>UbuNdlobongela obubhekiselwe kwiSini- 0800-150-150</p> <p>Inombolo yoncedo nge-HIV ne-AIDS – 0800 012 322</p> <p>RUMED www.neworum.co.za</p> <p>BONITAS - www.bonitas.co.za</p>

Inkxaso efunekayo	Um(aba)ntu o(aba)noxanduva	Inkcukacha zoqhagamshelwano
Unxibelelwano kunye nokuQhubela phambili	<p>UMlawuli: Unxibelelwano kunye nokuqhubela phambili, Mnu Luzuko Jacobs</p> <p>UMlawuli: uNxibelelwano, Nksz Veliswa Mhlope</p>	<p>l.jacobs@ru.ac.za - 073 795 2273</p> <p>v.mhlope@ru.ac.za – 082 484 0161</p>
UkuSetyenziswa kweeNkonzo	Sekela Mlawuli, Mnu. Dawie van Dyk	d.vandyk@ru.ac.za – 082 788 9589
AmaKhono	<p>IiDini</p> <p>Njing Dave Sewry (uRhwebo) Njing Di Wilmot (wezeMfundo)</p> <p>Njing Enocent Msindo (uLuntu)</p> <p>Njing Laurence Juma Kruger (uMthetho)</p> <p>Njing Sandile Khamanga (ezaMayeza)</p> <p>Njing Tony Booth (iNzululwazi)</p>	<p>Urhwebo - n.searle@ru.ac.za - 046 603 7500</p> <p>EzeMfundo - s.asmal-motara@ru.ac.za - 046 603 8315</p> <p>Ezoluntu - k.kouari@ru.ac.za - 046 603 8362</p> <p>Umthetho - a.comley@ru.ac.za - 046 603 8428</p> <p>Amayeza - l.emslie@ru.ac.za - 046 603 8381</p> <p>Inzululwazi - l.klaas@ru.ac.za -</p>

Inkxaso efunekayo	Um(aba)ntu o(aba)noxanduva	Inkcukacha zoqhagamshelwano
		406 603 7232
Icandelo lezeMali	IGosa eliyiNtloko lezeMali, Mnu Kamlesh Riga Umlawuli: wezeMali, Nks Desiree Philipson	cfo@ru.ac.za - 081 457 8045 kunye d.philipson@ru.ac.za – 079 878 0324
EzeMpilo noKhuseleko	IGosa lezeMpilo noKhuseleko, Nks Belinda Nomji	b.nomji@ru.ac.za – 046 603 8278 okanye 081 839 7676

Inkxaso efunekayo	Um(aba)ntu o(aba)noxanduva	Inkcukacha zoqhagamshelwano
IZiko loNkathalelo kwezeMpilo	Abongikazi uHeather Ferreira kunye noThamie Fanisi	h.ferreira@ru.ac.za okanye t.fanisi@ru.ac.za 046 603 8523 (iiyure zomsebenzi)
IMicimbi yabaSebenzi	Umlawuli oBambeleyo we-HR, Nks Susan Robertson Umncedisi kuMlawuli: HR, Nks Zimkhitha Dyibishe	susan.robertson@ru.ac.za - 082 576 0172 okanye z.dyibishe@ru.ac.za - 073 423 0232
Ukulungiswa kwezaKhiwo kunye noLondolozo	Icandelo likaSekela Mlawuli: kwiiNkonzo zokuSebenza, Mnu Dawie van Dyk	d.vandyk@ru.ac.za – 082 788 9589
Ukonzakala eMsebenzini (IOD) - Ukungeniswa kwiSebe Lezabasebenzi	UMphathi: Ukuwongwa ngokupheleleyo, Nks Tandile Nyati	t.nyati@ru.ac.za - 046 603 8734 okanye 078 157 1880
Inkxaso ye-IT(yobuchwephesha)	UMlawuli: linkonzo zoLwazi kunye neTekhnoloji, Nks Natalie Ripley Inkxaso yobuchwephesha	n.ripley@ru.ac.za - 046 603 7456 support@ru.ac.za
linkonzo zomthetho	UMlawuli: I-Ofisi kaSekela Mongameli weYunivesithi	s.smailes@ru.ac.za - 046 603 8529
linkonzo zentlawulo	UMlawuli oyiNtloko kwezeMisebenzi yezeMali, Mnu. Raymond Harris UMphathi wezeMivuzo, Nks Melanie Jattiem	raymond.harris@ru.ac.za - 046 603 8834 kwaye melanie.hendricks@ru.ac.za - 046 603 8160
Iyunithi yokuPrinta	UMphathi weYunithi yokuPrinta, Nks Lee-Ann Knowles	l.nowles@ru.ac.za - 046 603 8926/8927/8242

Inkxaso efunekayo	Um(aba)ntu o(aba)noxanduva	Inkcukacha zoqhagamshelwano
EzeNtengo kunye neeVenkile	USekela-Mlawuli: Kwezemali, kuLawulo kunye nezeNtengo, Nksz Waldette Lombard	w.lombard@ru.ac.za - 046 603 8142
ICandelo loBhaliso	Umbhalisi, Gqr Adele Moodly Umncedisi woMgcini zincwadi zobhaliso, Nks M Appollis UMlawuli: kwiZiko labaFundi, Nks Desiree Wicks	m.appollis@ru.ac.za - 046 603 8101 Iidilesi ze-imeyile eziqhelekileyo registrar@ru.ac.za academicadmin@ru.ac.za secretariat@ru.ac.za
Ukuxela imeko yokuba ne-COVID	Umlawuli oBambeleyo we-HR, Nks Susan Robertson Abafundi - Umlawuli: Imicimbi yabafundi, Nks N Mrwetyana	susan.robertson@ru.ac.za okanye 082 576 0172 nmrewetyana@ru.ac.za - 082 485 0271

IINKONZO EZIBALULEKILEYO

UKUFUNDA NOKUFUNDISA NGE-INTANETHI/NAKUDE

- Ukuqokelela okanye ukufaka kwikhompyutha imathiriyeli yokufunda ukulungiselela ukufunda nokufundisa nge-intanethi kunye nezixhobo zokufunda, kunye/okanye nokuqokelela imathiriyeli ukuququzelela ukuqhubeka kokusebenza kude nendawo yokusebenzela.
- Abasebenzi abanikezela ngenkxaso kulawulo lokufundisa nokufunda kwi-intanethi / nakude kwindawo yokusebenzela kwaye bengenakukwenza oko bekude.
- Abasebenzi bezemfundo kunye nabaSebenzi beNkxaso abaququzelela imathiriyeli yokufunda iprintwe, ipakishwe, ze ihanjiswe.

IINGCALI ZEMFUNDO YOBUCHWEPHESHA

- Ingcali ye-ICT ekufundiseni kude nge-intanethi nonoxanduva lwenkqubo yolawulo lokufunda lweziko (LMS) -'I-RUconnected '.
- Abasebenzi abanoxanduva lokuphuhlisa amandla abasebenzi bezemfundo ukuba basebenzise ukufunda ngobuchwephesha.

IINKONZO ZOKHUSELEKO

IYunithi yoKhuseleko lweKhampasi

- Ukhuseleko kwepropathi nabantu.
- Ulawulo loFikeleleko kunye neeNdawo zokuFikelela
- Indawo yoqhangamshelwano emva kweeyure zomsebenzi

UCOCEKO, IMPILO, UKHUSELEKO, IINKONZO ZENTLALO NEZESIQU

IZiko loNkathalelo kwezeMpilo

- Uvavanyo lomngcipheko wokuqala
- Ukuhanjiswa kweemaski
- Uvavanyo olongezelelweyo lwabasebenzi ababonisa naziphi na iimpawu ze-Covid-19 ngelixa

besemsebenzini

linkonzo zeNgcebiso

- Ukunyangwa ngeNgcebiso
- Zonke iinkonzo ezixhasa ubundlobongela obuphathelele kwisini, inkathalelo kunye neenxaxheba zoncedo
- Ukubonelelwa ngoqeqesho lomsebenzi kunye noqeqesho lwasemva kokuthweswa isidanga kunye nokubonelelwa ngomsebenzi ngokufanelekileyo kwezonyango

Ukwenza, ukuvelisa kunye nokuhanjiswa kweziBulali Ntsholongwane zezandla

- OosoMayeza, iiKhemisti kunye namavolontiya ekuveliseni, ekwandiseni nasekuhambiseni izibulali ntsholongwane zezandla

liNkonzo zokuCoca, zokuQokelela kweNkunkuma kunye nezoHlanjwa kwempahla

- Ukucoca kunye nokubulala iintsholongwane kwindawo zokusebenzela kuyenziwa
- Ukuhanjiswa kwezibulali ntsholongwane zezandla kwiiNdawo zoFikelelo
- Ukugcwaliswa kwezibulali ntsholongwane zezandla kwindawo yonke yomsebenzi
- Ukuqokelelwa kwenkunkuma evela eofisini ukuya kwiindawo ezichongiweyo
- Zonke iinkonzo zokususa inkunkuma
- Ukuqokelelwa nokuhanjiswa kweemaski imihla ngemihla
- Ukuhlanjwa, ukomiswa kunye noku-ayinwa kweemaski

UPHANDO NOLINGO OLUQHUBAYO

- Ukuqhuba nophando nolingolubandakanya izilwanyana kunye nezityalo.
- Iiprojekthi zophando ezichaziweyo (kubandakanya izilwanyana, izinambuzane kunye nolingolwezityalo) ekufuneka kuqhube.

- Zonke iintlobo zestokhwe esiphilayo esiselabhoratri ekufuneka zigcinwe ziphila, kubandakanywa amaqela eeseli kunye nokubekwa esweni kwestokhwe esikwifriji nakwifriza.

IINKONZO ZOKULUNGISA, ZOKULONDOLOZA KUNYE NEZIKAXAKEKA

- Abasebenzi bolondolozo kunye nabobuchwephesha kumasebe ajongene nezixhobo ezizodwa zesayensi kunye nokufundisa kunye neenkqubo zokuthintela umonakalo omkhulu kwii-asethi zoqoqosho, apho uphazamiseko lwaloo nkonzo lungatshabalalisa imimandla yokusebenza ebalulekileyo, efana neelabhoratri, oomatshini, izakhiwo ezilungiselelwe amanzi nombane.
- Abasebenzi bolondolozo kunye nobuchwephesha abajongene noxanduva lwezakhiwo zeYunivesithi.
- Umsebenzi kaxakeka wokulungisa, o.k.t iinkonzo zombane, ulondolozo lwezakhiwo kunye nezobunjineli.

IINKONZO ZOLWAZI KUNYE NONXIBELWANO LOBUCHWEPHESHA

- Zonke iinkonzo zonxibelelwano ngomnxeba kunye nezakhiwo
- Iinkonzo zolwazi kunye nenkxaso yezonxibelelwano.

IINKONZO ZONXIBELELWANO OLUTHILE

- Iinkonzo zonxibelelwano ze-Intanethi
- Imveliso yosasazo lwasekuhlaleni kunye nokusasazwa ngqo kweenkonzo zecandelo lobugcisa ukuxhasa i-Covid-19.
- Amaphephandaba kunye nosasazo.

IINKONZO ZEZIMALI, ZOLAWULO KUNYE NEZOBUGCISA EZIBALULEKILEYO EKUQHUBENI UKUSEBENZA KWEZIKO

- Iintlawulo eziya kubasebenzi (o.k.t. lintlawulo zabasebenzi, i-HR kunye nabasebenzi becandelo lolawulo) kunye namatyala (abasebenzi bezeMali nolawulo lwesebe).
- Ulawulo lwedatha (yezezimali)
- Inkxaso yolawulo yokuqinisekisa ukuba imathiriyeli yokufunda ukude kunye/okanye izixhobo zisiwa kubafundi (Iinkonzo ze-IT, abasebenzi bezolawulo lwesebe, intengo, iindawo zokugcina kunye

neenkonzozokuprinta).

- Ulawulo olunxulumene noncedo lwezonyango, imali yomhlala-phantsi kunye ne-inshorensi efana neGroup Life, nesibonelelo somngcwabo (Funeral Cover) njl.
- Intengo kunye neendawo zokuthenga (zokuthenga kunye nezixhobo) izinto zokucoca nokubulala intsholongwane emsebenzini.
- Iimali zoPhando, i-NRF kunye nenkxaso yoSihlalo we-SARCHI kunye nenkxaso yenkqubo kuphando olwenziwa ukude kwi-Intanethi.
- Ezemali kunye nolawulo locwangciso zimali.
- Iinkonzo zomthetho ezinxulumene nokusebenza okubalulekileyo kwinkundla yamatyala
- Abasebenzi boMbutho wabasebenzi.
- Abasebenzi bezolawulo nabenkxaso abangakwaziyo ukusebenza ukude kwaye baxhase umsebenzi nabantu abasebenza bekude.