

I-COVID-19 RHODES UNIVERSITY YENKQUBO YEMPILO NOKHUSELEKO YABASEBENZI NABATYELELI KWIYUNIVESITHI

INTSHAYELELO

Nge-23 ka-Epreli 2020, uMongameli wabhengeza ukuba uMzantsi Afrika uzakuba kwinqanaba lesine lokuvala ukusukela nge-1 Meyi 2020. Ngokuphathelene noku wathi "ukubuya ngokuthe ngcembe kokubuya koqoqosho" ngokuphunyezwa kwesicwangciso esilungelelanisiweyo somngcipheko siza kuqaliswa. Ngaphaya koko, esi sicwangciso-qhinga sijonga 'indlela eqwalaselweyo nelumkileyo yokunciphisa izithintelo ezikhoyo zokuvalwa ngci'. Ngokuhambelana nesibhengezo sikaMongameli kunye neemfuno ezalandelayo zomthetho njengoko kumiselwe phantsi kweSizwe seNtlekele, iYunivesithi iRhodes ithathele ingqalelo umgaqo-nkqubo wezempilo nokhuselo ukukhusela abasebenzi bethu ngeli xesha. Umgaqo-nkqubo wenza imfuno njengoko kuchaziwe nguMongameli, 'yokujonga izifo kunye nokuthintela ukusasazeka kosulelo'.

Eyona nto iphambili kwiYunivesithi iRhodes yimpilo kunye nokhuseleko lwabo bonke abasebenzi bethu njengoko sizama ukuqinisekisa ukuba ezemfundo neenkqubo zoshishino ezinxulumene noko ziyaqhuba phantsi kwemida yesizwe ye-COVID -19. Ayizizo iimfuno zeYunivesithi ukuba bonke abasebenzi babuyele emsebenzini kwaye akuvumelekanga de kube sisiLumkiso kwinqanaba 1. Abasebenzi abaninzi kume bahlalele kude nekhangasi kangangoko kunokwenzeka. Abasebenzi abakwaziyo ukusebenza kude kufuneka baqhuba besenza njalo.

Nangona kunjalo, abasebenzi abangengabo abasebenzi abasemngciphekweni okanye abaziwayo okanye abangachazanga imiba yezempilo okanye abanezigulo abasele benazo okanye ezinye iimeko okanye imiba enokubabeka emngciphekweni omkhulu wengxaki yokuba bosuleleke yi-Covid-19 okanye abasebenzi abaneminyaka engama-60 okanye ngaphezulu kufuneka babekho kwikhampasi kangangexesha elimiselweyo ukunceda ukuba sikwazi ukubuyela kwisimo esisempilweni sekhangasi kulindleleke ukuba bahloniphe uxanduva lwabo lwesivumelwano neYunivesithi nokuba oko kuthetha ukwenza umsebenzi owahlukileyo kulowo baqhele ukuwenza kunye / okanye ukusebenza ngendlela eyahlukileyo kuleyo baqhele ukusebenza ngayo. Ngokwenza njalo, ukuthotyelwa kwayo yonke imigaqo-nkqubo yempilo nokhuseleko kufuneka kuqatshelwe ngamaxesha onke. Ukwala ukubambelela kwisicelo esisemthethweni nesisengqiqweni lityala loluleko kwaye kuya kuthathelwa amanyathelo ngokuhambelana noMgaqo wethu woLuleko kunye neenkqubo.

INJONGO YOMTHETHO WOKUZIPHATHA

Ukucacisa iinkqubo zempilo nezokhuseleko ekufuneka zilandelwe ngabasebenzi kunye neendwendwe kwiYunivesithi iRhodes ngexesha lokuvala.

Lo mthetho wokuziphatha kufuneka ufundwe kunye noku kulandelayo: -

- Isikhokelo seZiko seRU se-COVID-19
- Isicwangciso seZiko se-RU COVID-19
- Uvavanyo lomngcipheko lwe-RU COVID-19

- UMthetho wokuziphatha zokuthatha ikhefu neMicimbi yabaSebenzi ze-RU COVID-19
- UMthetho wokuziphatha woFikelelo we-RU COVID-19

ISIGAMA

AmaSango okuNgena

Amasango okungena kwikhampasi.

Kukho iindawo ezi-5 zokungena kwikhampasi ezizezi: -

1. IPrince Alfred Street (PA) 07h00 de kube ngo-16h00;
2. Lucas Avenue 07h00 kude kube ngo- 16h00;
3. I -The Arch 07h00 de kube ngo-17h00;
4. South Street 07h00 ukuya 17h00; kunye
5. ne-CPU (yabasebenzi abatshintshayo (abangena ishifiti), kunye nabo beza ekhampasini ngaphaya kweeyure ezibekiweyo apha ngentla kwiindawo zokufikelela ezivuliweyo.

Bonke abasebenzi kunye neendwendwe baya kucelwa ukuba bangene kumasango okungena xa bafuna ukungena kwindawo yokusebenza. Abasebenzi kunye nabatyeleli abayi kuvunyelwa ukuba bangene emsebenzini ngaphandle kokuba bangena kwelinye isango lokungena kwaye banikwe iphepha mvume lokungena lolo suku. Oku kuya kwenziwa kuphela xa iPhepha leMibuzo yokuZivavanya lemihla ngemihla ligcwalisiwe kwaye lasiwa kwiSango lokuNgena.

Abasebenzi abahlala ekhampasini (umzekelo, iiWadeni) baya kukhutshelwa ileta kwaye abayi kucelwa ukuba bagcwalise iPhepha leMibuzo yokuzivavanya leMihla ngemihla ngaphandle kokuba baya kwindawo yomsebenzi.

Ukufikelela kwindawo yokusebenza

Ukungena ekhampasini nasendaweni yokusebenza.

Ukuba nezinye izigulo

Ukuba nezinye izigulo kubhekiselele kukuphindana kweemeko ezahlukeneyo kwaye, ngokwezonyango, xa kukho ezinye iimeko zokugula kuye kubekho impembelelo yesinye isigulo kwesinye nangona oonobangela bazo basenokungaxulumani. Le meko isenokuba kukuziphatha okanye ukuphazamiseka kwengqondo.

UMququzeleli we-COVID-19

Umntu onoxanduva kwisebe ngalinye okanye kwicandelo lokujonga ukuba abasebenzi banayo na imvume yokufumana umhla, unxibe imaski kwaye ubhalisa ubukho babo kwindawo yokusebenza.

Umphathi we-COVID-19

NgokweGazethi ekhutshwe liSebe lezeNgqesho nezemiSebenzi iZiko ngalinye kufuneka lichonge umphathi we-COVID-19. Umphathi we-COVID-19 weYunivesithi iRhodes nguMlawuli we-HR obambeleyo. Nayiphi na inkxalabo mayibhekiswe kuMlawuli oBambeleyo oya kuthi ayijonge loo meko. Amasebe amakhulu ezifundo kunye namaCandelo anokuchonga umntu anqwenela ukwenza njalo onoxanduva lokudibanisa naziphi na iingxaki zabasebenzi okanye imibuzo yokufumana iimpendulo kwiBambela Mlawuli le-HR.

Uqeqesho loKwazisa nge-COVID-19

Uqeqesho oluza kufunyanwa ngabo bonke abasebenzi njengexalenye yenkqubo yovavanyo yokuqala yomngcipheko. Uqeqesho lubandakanya ucoceko, impilo kunye neenkqubo zokhuselo ezifunekayo kwindawo yokusebenza.

Imibuzo yokuzivavanya yemihla ngemihla

Uludwe lwemibuzo ekufuneka abasebenzi bayiphendule yonke imihla kwaye bayingenise kwisango lokungena xa bengena ekhampasini. Iphepha lemibuzo liza kuba kwiwebhusayithi ye-HR nakuMasango okuNgena ukuvumela abasebenzi ukuba bazigcwalise emakhaya kunokuba benze oko kwisango lokungena. Inkqubo EPHAKAMILEYO YEMPILO ehlanganisiweyo yobuchwephesha yokuhlola i-COVID-19 ("Jonga impilo") naye usenokusetyenziswa.

Uvavanyo lwemihla ngemihla

Inkqubo yemihla ngemihla apho kufuneka abasebenzi bangene kwindawo yokusebenza ngokuthi basebenzise isango lokungena ekubeni begcwalise iphepha lemibuzo yokuzivavanya yemihla ngemihla. Luxanduva lwabasebenzi ukuba bangezi emsebenzini ukuba banazo naziphi na iimpawu ze-COVID-19 ezidwelisiweyo kunye / okanye abo bawela kudidi lwabasebenzi abasemngciphekweni. Yakube ikhutshiwe imvume yokungena ebhalwe umhla abasebenzi banokuqhubeka baye emsebenzini.

Ukunxibelelwano ngokuthe ngqo /ngokufutshane

Ukunxibelelana ngokuthe ngqo / ngokufutshane kuthetha ukubonana ubuso ngobuso kumgama ongangemitha enye okanye ubukwindawo evalelekileyo ngaphezulu kwemizuzu eli-15 nomntu one-COVID-19. Olu nxibelelwano lwenzeka ngexesha lo mntu one-COVID-19 "ebesosulela", o.k.t kwiintsuku ezi-2 ngaphambi kokuya kwiintsuku ezili-10 emva kokuba iimpawu ziqalile. Umzekelo, ungangumntu o: -

1. hlala kwikhaya elinye kunye nomntu one-COVID-19
2. sebenza ngokusondeleyo kwimeko efanayo nomntu one-COVID-19
3. hleli kwigumbi elinye lokufundela nomntu one-COVID-19
4. ye kwindibano enye nomntu one-COVID-19
5. nikeze ngenkathalelo ethe ngqo kumntu one-COVID-19 kwimeko yenkathalelo ngezempilo ngaphandle kokusebenzisa izixhobo ezifanelekileyo zokuzikhusela
6. hleli kwezihlalo ezinomlinganiselo wezihlalo ezibini (1 imitha) kulo naliphi na icala lomntu one-COVID-19, kulo naluphi na uhlobo lwesithuthi kubandakanya iibhasi, iiteksi, njl njl.

Isixhobo Esikhusela Umntu.

Impahla ekhuselayo kunye nezixhobo eziyilelwe ukukhusela lowo uzinxibileyo ekonzakaleni okanye kusuleleko.

Inkqubo yoVavanyo loMngcipheko kunye neFomu

Bonke abasebenzi kufuneka bahlolwe liZiko lezeMpilo kwaye bafumane uqeqesho ngokwaZiswa nge-COVID-19 eyinxalenye yenkqubo yovavanyo yokuqala yomngcipheko. Abasebenzi banokugcwalisa iFom yoVavanyo loMngcipheko kwaye bangenise ifom yabo kwiZiko lezeMpilo kunye nesiqinisekiso sokuba babukele iVidiyo yoQeqesho eyaZisa nge-COVID-19. ICandelo leNkathalelo ngempilo liya kufaka umsebenzi kwirejista yoqeqesho bakugqiba uqeqesho olo. IFom yoVavanyo loMngcipheko iyafumaneka kwiwebhusayithi ye-HR nakwiziko lezeMpilo.

IFom yoVavanyo loMngcipheko

Ifomu egcwaliswa ngabasebenzi ize ingeniswe kwiZiko lezeMpilo njengexalenye yenkqubo yovavanyo lokuqala lomngcipheko. Le fom iza kufumaneka kwiZiko lezeMpilo nakwiwebhusayithi ye-HR.

Umgama wokusondelelana ngokwasentlalweni/ nangomzimba

Umgama wokusondelelana ngokwasentlalweni/ nangomzimba sisenzo sokugcina umgama ongaphezulu kunesiqhelo phakathi kwabantu ngokwasemzimbeni okanye ukunqanda ukunxibelelwano ngqo nabantu okanye izinto kwiindawo zasesidlangalaleni ngexesha lokugqaba kwesifo esosulelayo ukwenzela ukunciphisa ukuba sesichengeni kunye nokunciphisa usuleleko. Kwimeko yeNtsholongwane iKhorona (COVID-19), umgama oyi-1 yemitha uyaphakanyiswa.

Abantu abasesichengeni kunye nabantu abaphila benezinye izigulo

Abasebenzi abaye baba neemeko zempilo kwangaphambili ezinxulumene namajoni omzimba, o.k.t amajoni abo omzimba sele ebuthathaka (njengoko kuchaziwe yiNgxelo yeHlabathi yezeMpilo yeHlabathi ye-2019).

INKQUBO YEMPILO NOKHUSELEKO YABASEBENZI NABATYELELI BAYA KWIKHAMPASI NAKWINDAWO YOKUSEBENZA.

Kubasebenzi abafunekayo nabavunyelweyo ukuba babekho emsebenzini iYunivesithi inoxanduva le:

1. SiCwangciso seZiko esiza kubonisa ukuba ngabaphi abasebenzi abafunwayo nabavunyelweyo ukuba babekho emsebenzini.
2. Unxibelelwano ngoluhlu lwabasebenzi abathile abafunekayo nabavunyelweyo ukuba babe semsebenzini nee-HoDs nabalawuli. Uluhlu lungahluka ngakwinqanaba nenqanaba nanjengoko iimeko zinokutshintsha.
3. Ukuchonga ukuba ngabaphi abasebenzi abazakunikwa ileta ebavumela ukuba baye emsebenzini kwaye bavunyelwe ukuba basebenze ukuba oku kuyafuneka phantsi kwesilumkiso esithile kunye nenqanaba lomngcipheko elithile.
4. Ukubonelela ngamasango okungena kwikhampasi nakwindawo yokusebenzela.
5. Ukufuna ukuba abasebenzi beze mihla le kulo naliphi na iSango lokuNgena kwaye baqinisekise ukuba bangenisa iphepha leMibuzo yokuZivavanya lemihla ngemihla kwaye babeneleta echaza ukuba bavumelekile ukuba basebenze.
6. Ukunika abasebenzi abanokuvunyelwa ukuba bangene kwindawo yokusebenza befumana imvume ebhalwe umhla.
7. Ukuhlola abatyeleli / ababoneleli beenkonzo abafika nakweliphi na isango lokungena kwaye bavunyelwe ukuhambisa iinkonzo eziyimfuneko / nezibalulekileyo kunye / okanye iimpahla ngePhepha lemibuzo lemihla ngemihla lokuzihlola eliza kulindelwa kumntu ngamnye ukuba aligcwalise alityikitye. Abantu abavunyelweyo okungena kwikhampasi baya kunikwa imvume ebhalwe umhla wokungena ebavumela ukuba banikezele ngeenkonzo eziyimfuneko/ ezibalulekileyo kunye / okanye iimpahla.
8. Ukuqinisekisa ukuba abasebenzi kunye neendwendwe ezivunyelwe ukuba zingene kwindawo yokusebenzela zinxibe imaski.
9. Ukuqinisekisa ukuba amaSebe kunye namaCandelo aneenkonzo eziyimfuneko kubasebenzi abasebenza emsebenzini babhalisa ukubakho kwabasebenzi yonke imihla nokuba abasebenzi banemvume yokungena ebhalwe umhla.
10. Ukuqinisekisa ukuba iiRejista zokuzimasa zamaSebe kunye namaCandelo zithunyelwa nge-imeyile qho ngeveki apha kuzo zombini iidilesi Inno Toto (i.toto@ru.ac.za) kunye noAnelisa Matakane (a.matakane@ru.ac.za).
11. Ukuqinisekisa ukuba onke amaPhepha emibuzo oVavanyo lwemihla ngemihla ahanjisiwe yonke imihla ukuya kwi-CPU kwaye aqokelelwa yi-HR ngendlela yokugcina irekhodi.
12. Ukubonelelwa kwePPE ezifunekayo, apho kukho imfuneko.
13. Ukulungiselela ukubulala iintsholongwane kunye nokucoceka kwindawo yokusebenza ngamaxesha omsebenzi.

14. Ukuhambisa uhlobo olufunekayo lokucoceka ngesandla kwiindawo ezinokufumaneka lula kwindawo yokusebenzela nakwiisango lokungena.
15. Ukusebenza nee-HoDs kunye nabaLawuli ukuqinisekisa ukuba, kangangoko kunokwenzeka, inani labasebenzi kwindawo yokusebenza ngalo naliphi na ixesha liya kuncitshiswa ngokusebenza kutshintshwana, iiyure zomsebenzi ezishiyanyayo, amalungiselelo okusebenza kude okanye amanyathelo afanayo ukulungiselela umgama phakathi kwabantu.
16. Ukuqinisekisa ukuba indawo yokusebenzela ingena umoya ngokufanelekileyo.
17. Ukuqhagamshelana neSebe lezeMpilo ukuba nawuphi na umsebenzi ufunyaniswe ene-COVID-19 emva kovavanyo kwiZiko lezeMpilo ukuze abonelele ngenkxaso yokukhangela abo ebekufutshane kubo.
18. Ukwazisa iSebe lezeNgqesho nelezabaSebenzi ukuba umsebenzi okanye abasebenzi bafunyenwe bene-COVID-19.
19. Ukukhumbuza abasebenzi ukuba lulwaphulo mthetho ukungathobeli imigaqo yeYunivesithi.

Abasebenzi abangena kwindawo yokusebenzela banoxanduva loku: -

1. Qinisekisa ukuba benza uVavanyo loMngcipheko lokuQala nokuba kukwiziko leNkathalelo lwezeMpilo okanye ngokuzivavanya. Uvavanyo lomngcipheko olwenziwe ngokuzihlola kufuneka luthunyelwe nge-imeyile kwiZiko leNkathalelo ngeMpilo.
2. Ukuya kuqeqesho lokwazisa nge-COVID-19 olunikezelwa liZiko leNkathalelo ngeMpilo kunye / okanye ukumamela uqeqesho lwe-COVID-19 kwi-intanethi kwiwebhusayithi.
3. Ukuqinisekisa ukuba banxiba imaski ngalo lonke ixesha, baziqhelanisa nokunika umgama omnye phakathi komnye ngokwentlalo / nangokwasemzimbeni ngokuqinisekisa ubuncinci bemitha eyi-1.5 yomgama phakathi komnye nomnye. Oku kubandakanya ukuqinisekisa ukuba kukho kuncitshiswa konxibelelwano phakathi komnye nabanye. Oku kubandakanya ukugcina imisitho yobuso ngobuso kunye neentlanganiso zisezantsi kwaye kuqinisekiswe ukuba kufunwa imvume eyimfuneko yokuhlangana ubuso ngobuso yokubamba intlanganiso / umsebenzi.
4. Baziveza nakweliphi na iSango lokuNgena imihla ngemihla ukuze bavavanywe yonke imihla kwaye bangenise iPhepha leMibuzo labo lokuziVavanya leMihla ngeMihla.
5. Baye kwi-CPU kwaye bangenisa iPhepha leMibuzo labo lokuziVavanaya leMihla ngeMihla kwi-CPU ukuba basebenza iishifti, babizwa kwimeko engxamisekileyo okanye ngabasebenzi abavunyelweyo ukuba babe sekhampasini emva kwexesha lomsebenzi.
6. Ukuhlala ekhaya kwikhefu lokugula ukuba banazo naziphi na iimpawu ezikhoyo kwiPhepha leMibuzo lokuziVavanya leMihla ngeMihla. Kwiimeko ezinje abasebenzi mabaxelele uLawuli weCandelo labo ukuba abanako ukuba semsebenzini ngokweNkqubo yeKhefu laBasebenzi beNkxaso.
7. Ababelani ngezinto zokutya okanye zokusela.
8. Ukulahla inkunkuma yabo kumgqomo ophawulwele oko kwindawo yabo.
9. Ukubeka imaski yabo kwingxowa echongiweyo yokuhlamba iimpahla ukuba basebenzisa iinkonzo zeYunivesithi zokuhlamba impahla.
10. Ukuqinisekisa ukuba bayaya kwaye babuyele emsebenzini ngokomgaqo wokuziphatha wokuhamba osemthethweni.
11. Ukuxela nabuphi na ubungozi obukhoyo okanye obungakho yomsebenzi kuHR ukuze kuthathwe amanyathelo okulungisa oko.
12. Ukuxela nawuphi na umsebenzi ongathobeli mthetho ku-HR ukuze kuthathwe amanyathelo okujongana nabasebenzi abachaphazelekayo.

OLUNYE UBONELELO

- Lo mgaqo wokuziphatha kufuneka ufundwe kunye neSikhokelo seZiko kunye neNdlela yokuziphatha yeKhefu ye-HR ye-COVID-19.

- Abasebenzi abasesichengeni sokuhlala kwindawo zabo kwaye, apho kunokwenzeka, basebenze bekude. Isatifikethi sezonyango esingqina ukuba ubani unezigulo asele enazo siya kufuneka.
- Le ndlela yokuziphatha kunye neenkqubo zawo ziya kuhlala zisebenza kangangoko xa isibhengezo sentlekele yesizwe esipapashwe kwiGazethi kaRhulumente sisaqhuba ukusebenza.

ULUHLU LOQHAGAMSHELWANO

| Inkxaso efunekayo | Inkcukacha zoqhagamshelwano |
|--|--|
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