



ISICWANGCISO SEYUNIVESITHI IRHODES ESIHLENGAHLENGISIWEYO SEZIKO SOKUBUYISELA NGENDLELA ABASEBENZI ABASELEYO KWIKHAMPASI NAKWIZIKHULULO ZABO ZOKUSEBENZELA

Intshayelelo

Ngomsinga wesibini wokosuleleka yi-COVID-19 sele usemva kwethu kubalulekile ukuba iYunivesithi iRhodes ifumane uzinzo kwaye iimvume zangaphambili ezazinikiwe zokusebenzela kude ziphinde ziqwalaselwe ukuze abasebenzi abangekabuyeli emsebenzini kunye 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 ehanjwa ngubhubhane kunye nokuqwalaselwa ngokufanelekileyo isantya esiza kunceda abantu bakwazi ukugonywa.

Le ndlela yokuziphatha ithatha indawo yeSICWANGCISO SEZIKO I-RU SOKUBUYISELWA KWABASEBENZI KWIKHAMPASI (ngoJuni 2020) kwaye iya kuba yindawo ekubhekiswa kuyo ngaphandle kokuba inqanaba losulelo lihleli kwinqanaba langoku okanye lisezantsi. Ukuba kungakho ukugqabhuka kweqela kwiYunivesithi iRhodes kunye / okanye eMakhanda kunye / okanye kumsinga wesithathu ubukho babasebenzi ekhampasini buya kukhokelwa sisilumkiso esikhoyo nenqanaba lomngcipheko. Ii-HoDs kunye nabaLawuli banoxanduva lokuchonga ukuba ngubani oza kubuyela emsebenzini kwaye ngasiphi isizathu, umzekelo, kunokubakho iindlela ezimbini zokusebenza, ukusebenza ukude kunye nokuba semsebenzini, ujikelezo njalo njalo. Ii-HoDs kunye nabaLawuli baya kugqiba ngento efunekayo yokusebenza nenokwenzeka kwisebe labo / kwicandelo labo kuthathelwa ingqalelo isi;imkiso esikhoyo nenqanaba lomngcipheko.

Injongo yesicwangciso

Kuninzi okufundiweyo kulo bhubhane 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 zobuso ngobuso azikhuthazwa. Iintlanganiso zobuso ngobuso ezibandakanya ukusetyenziswa kwamagumbi okuhlangana kuya kufuneka zilandele 'Iindlela zokuziphatha ngokusetyenziswa kweNdawo zokudibanela' kunye nenkqubo yokwenza isicelo sokwenza iindibano zobuso ngobuso kunye nemisebenzi.

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

- 1) Isikhokelo seZiko seRU se-COVID-19
- 2) UMthetho wokuziphatha zokuthatha ikhefu neMicimbi yabaSebenzi ze-RU COVID-19
- 3) UMgaqo-nkqubo weKhefu laBasebenzi

- 4) UMthetho wokuziPhatha weeMeko zeKhefu eziFundweni kunye neNdlela yeKhefu eMsebenzini
- 5) UMthetho wokuziphatha weMpilo noKhuseleko we-RU COVID-19
- 6) UMthetho wokuziPhatha we-COVID-19 woVavanyo lokuqala loMngcipheko
- 7) Iphepha lemibuzo le-COVID-19 lokuziVavanyo lwemihla ngemihla
- 8) Impendulo ye-RU kwiiMeko eziqinisekisiweyo ze-COVID-19
- 9) Isikhokelo sokunikezela ngeemisebenzi 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 bangesosigxina kwaye bayabandakanywa abasebenzi abafumana inkxaso-mali ngaphandle.

IiNqobo ezisisiKhokelo sokubuyisa kancinci kancinci intsalela yabasebenzi ekhampasini nakwizikhululo zabo zomsebenzi

Abasebenzi baceliwe ukuba babuyele ekhampasini nakwizikhululo zabo. Ngaphandle koko ooHoDs, abalawuli kunye nabalawuli beengcali banoxanduva lokuchonga ukuba ngoobani abakwindawo yokusebenzela naxa besekwe kwiimfuno zokusebenza ngokuthathela ingqalelo inqanaba lesilumkiso kunye nenqanaba lomngcipheko.

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 ziyaphendula ukulungiselela ukuququzelela ukubuya 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 abasebenza 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) Ngaphandlekuphela 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 isigulo kunye nokuLungiselelwa okufanelekileyo.

- 8) Kuyanqweneleka ukuba njengoko abasebenzi begonyiwe bonke abasebenzi baya kubanakho ukubuyela ekhampasini nakwizikhululo zabo zomsebenzi ngokusisigxina.
- 9) Ukusebenzisana ubuso ngobuso kufuneka kuqhuba kugcinwe kwiqondo elisezantsi kwaye ngokuhambelana neendlela zokuziphatha malunga noku.

Igqityelwe ukuhlaziywa: 08 Julayi 2021

ULUDWE LONXIBELELWANO (NGOKWE-ALFABHETHI)

Inkxaso efunekayo	Um(aba)ntu o(aba)noxanduva	Inkcukacha zoqhagamshelwano
IDesika yoNcedo yoKhuseleko lweKhampasi leeyure ezingama-24	USekela-Mlawuli: kwiiNkonzo zokuSebenza, uMnu 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, uNjing Jo-Anne Vorster	j.vorster@ru.ac.za - 046 603 7352
Iinkonzo 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
IiNkonzo zokuCebisa (abasebenzi)	UMlawuli: UkuFunda noPhuhliso, Mnu Schalk van der Merwe	<p>s.vandermerwe@ru.ac.za – 083 260 2522</p> <p>INombolo yoNcedo 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>UbuNdlabongela obubhekiselwe kwiSini- 0800-150-150</p> <p>Inombolo yoncedo nge-HIV ne-AIDS – 0800</p>

Inkxaso efunekayo	Um(aba)ntu o(aba)noxanduva	Inkcukacha zoqhagamshelwano
		012 322 RUMED www.neworum.co.za BONITAS - www.bonitas.co.za
Unxibelelwano kunye nokuQhubela phambili	UMLawuli: Unxibelelwano kunye nokuqhubela phambili, Mnu Luzuko Jacobs UMLawuli: uNxibelelwano, Nksz Veliswa Mhlope	l.jacobs@ru.ac.za - 073 795 2273 v.mhlope@ru.ac.za – 082 484 0161
UkuSetyenziswa kweeNkonzo	Sekela Mlawuli, Mnu. Dawie van Dyk	d.vandyk@ru.ac.za – 082 788 9589
AmaKhono	IiDini UNjing Dave Sewry (uRhwebo) uNjing Di Wilmot (wezeMfundo) nbsp; UNjing Enocent Msindo (uLuntu) nbsp; UNjing Laurence Juma Kruger (uMthetho) Njing Sandile Khamanga (ezaMayeza) Njing Tony Booth (iNzululwazi)	Urhwebo - n.searle@ru.ac.za - 046 603 7500 EzeMfundo - s.asmal-motara@ru.ac.za - 046 603 8315 Ezoluntu - k.kouari@ru.ac.za - 046 603 8362 Umthetho - a.comley@ru.ac.za - 046 603 8428 Amayeza - l.emslie@ru.ac.za - 046 603 8381 Inzululwazi - l.klaas@ru.ac.za - 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, uNks 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 kuphelele, 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, uMnu. 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
EzeNtengo kunye neeVenkile	USekela-Mlawuli: Kwezemali, kuLawulo kunye nezeNtengo, Nksz Waldette Lombard	w.lombard@ru.ac.za - 046 603 8142
ICandelo loBhaliso	Umbhalisi, uGqr Adele Moodly Umncedisi Mbhalisi, Nksk 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

Inkxaso efunekayo	Um(aba)ntu o(aba)noxanduva	Inkcukacha zoqhagamshelwano
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 EZIYIMFUNeko

UKUFUNDA NOKUFUNDISA NGE-INTANETHI/NAKUDE
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Ukhuseleko kwepropathi nabantu. • Ulawulo loFikeleleko kunye neeNdawo zokuFikelela • Indawo yoqhangamshelwano emva kweeyure zomsebenzi
UCOCEKO, IMPILO, UKHUSELEKO, IINKONZO ZENTLALO NEZESIQU
IZiko loNkathalelo kwezeMpilo <ul style="list-style-type: none"> • Uvavanyo lomngcipheko wokuqala • Ukuhanjiswa kweemaski • Uvavanyo olongezelelweyo lwabasebenzi ababonisa naziphi na iimpawu ze-Covid-19 ngelixa besemsebenzini
Iinkonzo zeNgcebiso <ul style="list-style-type: none"> • Ukunyangwa ngeNgcebiso • Zonke iinkonzo ezixhasa ubundlobongela obuphathelele kwisini, inkathalelo kunye neenxaxheba zoncedo • Ukubonelelwa ngoqeqesho lomsebenzi kunye noqeqesho lwasemva kokuthweswa isidanga kunye nokubonelelwa ngomsebenzi nokufanelekileyo kwezonyango

Ukuvelisa, ukukwandisa kunye nokuhanjiswa kweziBulali Ntsholongwane zezandla

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

Iinkonzo 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 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 kuqhubeka.
- Zonke iintlobo zestokhwe esiphilayo esiselabhoratri ekufuneka sigcinwe siphila, kubandakanywa amaqela eeseli kunye nokubekwa esweni kwesitokhwe esikwifriji nakwifriza.

IINKONZO ZOKULUNGISA, ZOKULONDOLOZA KUNYE NEZIKAXAKEKA

- Abasebenzi bolondolozo kunye nabobuchwephesha kumasebe ajongene nezixhobo ezizodwa zesayensi kunye nokufundisa kunye neenkqubo zokuthintela umonakalo omkhulu kwiasethi zoqoqosho, apho uphazamiseko lwaloo nkonzo lungatshabalalisa imimandla yokusebenza ebalulekileyo, efana neelabhoratri, oomatshini, izakhiwo ezilungiselelwe amanzi nombane.
- Abasebenzi bolondolozo kunye nobuchwephesha abajongene noxanduva lwezakhiwo zeDyunivesithi.
- 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 EKHUBENI KUSEBENZA KWEZIKO

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

- Ulawulo olunxulumene noncedo lwezonyango, imali yomhlala-phantsi kunye ne-inshorensi efana neGroup Life, nesibonelelo somngcwabo 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 kwinkundla yamatyala ebalulekileyo
- Abasebenzi boMbuthe wabasebenzi
- Abasebenzi bezolawulo nabenkxaso abangakwaziyo ukusebenza ukude kwaye bexhase umsebenzi nabantu abasebenza bekude .

Igqityelwe ukuhlaziywa: 08 Julayi 2021