



ISICWANGCISO SEZIKO LEYUNIVESITHI YASERHODES SOKUBUYISELA KANCINCI-KANCINCI NANGENDLELA ESEKIWEYO KWABASEBENZI EKHAMPASINI

Intshayelelo

Wonke umqeshi ulindeleke ukuba abenesicwangciso seziko sokuphinda ahlanganise ngokutsha nokubuyisela abasebenzi ekhampasini. Impilo, ukhuseleko nentlalo-ntle yabasebenzi bethu kunye nabafundi ihlala ingumba obalulekileyo kakhulu.

Injongo yesicwangciso

Ukubonisa ukuba loluphi udidi lwabasebenzi oluya kuvunyelwa kwindawo yokusebenzela kwaye nini. Kuninzi lwabasebenzi iiyure zomsebenzi eziqhelekileyo yi-08h00 ukuya ku-16h30 (kubandakanywa neeyure zesidlo sasemini). Abanye abasebenzi abasebenza kwiiNdawo yokuHlala basebenza iiyure ezahlukeneyo kodwa kungedlulanga kwiiyure ezingama-90 kwisithuba seeveki ezimbini. Abasebenzi bezokhuseleko ekhampasini basebenza (amaxesha ngamaxesha) iishifti kuba banikezela ngeenkondo kangangeeyure ezingama-24/7. Iiyure zokusebenza kwabasebenzi zinokwahluka ngokwamaxesha ohlukeneyo emiGangatho yoLumkiso lwesifo ngokuxhomekeke kwesimo kwaye oku kuchaziwe kwisicwangciso esingezantsi.

Olu xwebhu kufuneka lufundwe kunye nezi ndlela zokuziphatha emsebenzini kunye nala maxwebhu alandelayo: -

- 1) IsiKhokelo seZiko seRU COVID-19
- 2) UMthetho oLandelwayo wokuThatha iKhefu kubaSebenzi we-RU COVID-19
- 3) UMthetho oLandelwayo weMpilo noKhuseleko we-RU COVID-19
- 4) UMthetho oLandelwayo woFikelelo/ukungena ekhampasini we-RU COVID-19
- 5) UMgaqo-nkqubo weKhefu labasebenzi abaxhasayo
- 6) UMthetho weeMeko zeKhefu ezifundweni kunye neNdlela yeKhefu eMsebenzini
- 7) IHowudi yoLuleko lwaBasebenzi

8) limeko zeNkonzo (ngaphandle kokuba ayifanelekanga ekuqhubeni ishishini kunye neZithintelo zeNqanaba lesiLumkiso)

Ukusebenziseka

Le ndlela yokusebenza ibandakanya bonke abasebenzi beDyunivesithi yaseRhodes abaqeshwe ngokusisigxina okanye ngokungesosigxina nokuba basebenza ngokupheleleyo okanye ngamathuba athile. Kukwasebenza nakubasebenzi abaxhaswa ngemali ngaphandle.

Imigaqo yeSikhokelo yokubuyela kancinci kancinci kwabasebenzi kwindawo yokusebenzela

- 1) Kufanele ukuba kubekho abantu abambalwa ekhampasini nakwindawo yokusebenza kangangoko kunokwenzeka, kungabikho ngaphezulu kwesiqingatha sesithathu senani lethu xa sisonke singabasebenzi (o.k.t hayi ngokwamacandelo kuba kufuneka inkxaso inqamleze kuba amanye amasebe abonelela ngeenkonzo ezibalulekileyo kwaye bonke abasebenzi babo kufuneka besemsebenzini, umz. i-CPU) kwiNqanaba lesi-3 ne-4 soLumkiso kwaye ama-66% abasebenzi bethu bakwiNqanaba 2 lesiLumkiso. KwiNqanaba 1 lesiLumkiso kuphela apho bonke abasebenzi banokuvunyelwa ukuba babuyele emsebenzini. Ushiyana kweeyure zomsebenzi, ukujikeleza, ukuza emsebenzini ngokufutshane bezokulanda okanye eze kubeka izinto ukuze umsebenzi akwazi ukuwuqhuba nokusebenza kude nendawo yokusebenzela, konke kuyanceda ekuqinisekiseni ukuba inani lincinci labasebenzi abasekhampasini kwaye oko kunceda ekumiliseni umgama ngokomzimba.
- 2) Abasebenzi abakwaziyo ukusebenza ngempumelelo ekhaya kufuneka benze njalo.
- 3) Abasebenzi abangakwaziyo ukusebenzela kude nendawo yokusebenza kwaye kulindeleke ukuba babe kwindawo yokusebenzela kulindeleke ukuba beze emsebenzini xa becelwe nguHoD wabo okanye uMlawuli / Umphathi wecandelo (jonga kwi-COVID-19 HR Leave Protocol).
- 4) Amanyathelo awodwa ekufuneka enziwe kubasebenzi abangabasebenzi abasemngciphekweni, abanezigulo ezaziwayo okanye imicimbi yabo yempilo ibhengeziwe okanye abanezigulo abanazo okanye nayiphi na imeko okanye umba onokubabeka emngciphekweni ophezulu weengxaki ukuba banokuthi bosuleleke yi-Covid-19 kunye nabasebenzi abaneminyaka engama-60 nangaphezulu. Loo malungiselo anokuba kuku: -
 - a) Sebenza kude nendawo yokusebenzela
 - b) Ukutshintsha umsebenzi womsebenzi okanye uxanduva lwabasebenzi ukulungiselela ukuba bakwazi ukusebenzela kude kunye/okanye ngokwahlukileyo
 - c) Ukulungiswa kwendawo yabo yokusebenzela ngokubeka izixhobo ezongezelelekileyo zococeko kwindawo kwaye kubekho izibonelela ezithile zee-PPE ezifanelekileyo kwiindawo ezichongiweyo ezinomngcipheko
 - d) Qinisekisa ukuba ukuhlengana ubuso ngobuso kukwiqondo elisezantsi.

Ukufikelela kunye neMvume yokuba kwindawo yomsebenzi

Isicwangciso esingezantsi sisikhokelo esikwinqanaba eliphezulu kudidi lwabasebenzi abavumelekileyo ukuba babe semsebenzini. Abasebenzi ekufuneka babe kwindawo yokusebenzela baya kwaziswa zii-HoDs zabo okanye uMlawuli / uMphathi weCandelo. Udidi lwabasebenzi abavunyelweyo kwindawo yokusebenzela luza kuhla lufana kumaNqanaba esiLumkiso 2, 3 no-4, kuphela yipesenti yabasebenzi evumelekileyo ukuba itshintshe, kwaye kuphela kwiNqanaba lesiLumkiso 2, ukusuka kuma-33% (amaNqanaba esiLumkiso 3 no-4) ukuya kuma-66% abasebenzi bephelele.

li-HoD kunye nabaLawuli bangenise izicwangciso zomsebenzi ngamnye kwaye i-HR iya kusebenza nee-HoDs kunye nabaLawuli uku: -

- 1) Qinisekisa ukuba kuphela ngabasebenzi beenkonzo ezibalulekileyo nezivunyelweyo abangakwaziyo ukunikezela ngeenkonzo bekude nendawo yokusebenzela kwaye basebenzisa iinqobo ezichazwe apha ngasentla.
- 2) li-HoD kunye nabaLawuli/abaLawuli bamaCandelo baza kuzibandakanya ngqo nabasebenzi malunga neemeko zabo kwakunye nokubonakala ukuba kungenzeka kunye noxanduva lomsebenzi wabo.
- 3) li-HoDs kunye nabaLawuli/abaPhathi bamaCandelo babeka imida efikelelekayo, umthwalo kunye namaxesha ekufuneka babe semsebenzini kuba uninzi lwabasebenzi lungenazo izinto zenkxaso eziqhelekileyo. Ingqwalasela ekhethekileyo iza kunikwa abasebenzi abanabantwana abafundayo, abantwana abancinci, iintsana, abo kufuneka bakhathalele amalungu ekhaya asesichengeni, abanezigulo ezizezinye kunye nabantu abadala.

Udidi lwabasebenzi kunye neeNkonzo eziBalulekileyo	Ukukhambisa rhoqo / liparamitha zexesha	Ingqwalasela
IINKONZO ZOKHUSELEKO		
ICandelo loKhuseleko lweKhampasi <ul style="list-style-type: none"> • Ukhuseleko Lwepropathi nabantu. • Ulawulo lokuNgena kunye neeNdawo zokuNgena • Indawo yoqhangamshelwano emva kweeyure zomsebenzi 	Ivulwe 24/7 Inkqubo yokusebenza ngeeshifti	Abasebenzi basebenza iishifti, bavulelekile iiyure ezingama-24/7
UCOCEKO, IMPILO, UKHUSELEKO, IINKONZO ZENTLALO NEZESIQU		
IZiko leNkathalelo kweMpilo <ul style="list-style-type: none"> • Uvavanyo lomngcipheko wokuqala • Ukuhanjiswa kweemaski • Uvavanyo olongezelelweyo lwabasebenzi ababonisa naziphi na iimpawu ze-Covid-19 ngelixa besemsebenzini 	Ngo-08h00 ukuya ku-16h30, ngemiMvulo ukuya ngoLwesihlanu	

<p>IiNkonzo zeNgcebiso</p> <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 oqondakalayo kwezonyango. 	<p>Ngo-08h30 kuye ku-16h30-iiyure zokusebenza (ukucetyiswa ngobuchwephesha) Umnxeba wentlekele - I-ER24 yonyango olungxamisekileyo emva kweeyure zomsebenzi</p>	
<p>Ukwenza, ukuvelisa kunye nokuhanjiswa kwezibulali-ntsholongwane zezandla</p> <ul style="list-style-type: none"> • Abathengisi mayeza, iiKhemisti kunye namavolontiya ekwenzeni, ukuhambisa kunye nokuhanjiswa kwesibulali ntsholongwane sezandla 	<p>Ngaphandle kokuba i-ethanol ikhona isibulali ntsholongwane sesandla siyenziwa</p>	
<p>Ukucoca, ukulahla kunye neeNkonzo zokuhlanjwa kwempahla</p> <ul style="list-style-type: none"> • Ukucoca kunye nokubulala iintsholongwane kwindawo zokusebenzela kuyenziwa. • Ukuhanjiswa kwezibulali ntsholongwane zezandla kwiindawo zokuNgena 	<p>Ukushiyana kweeshifti ukuvumela ukutshintshatshintshana kwabasebenzi. Iofisi yomntu ngamnye kufuneka igcinwe icocekile ngabasebenzi ukuqinisekisa ukuba umgama phakathi komnye nomnye ngokomzimba - kuphela</p>	<p>Izinto zokucoca kunye nezixhobo kufuneka zifunyanwe kwiNdawo yokuziGcina. Abasebenzi mabathumela i-imeyile kuCraig Langson</p>

Udidi lwabasebenzi kunye neeNkonzo eziBalulekileyo	Ukuhamba rhoqo / liparamitha zexesha	Ingqwalasela
<ul style="list-style-type: none"> • Ukugcwalisa kwezibulali ntsholongwane zezandla kwindawo yonke yomsebenzi • Ukuqokelelwa kwenkunkuma eofisini kwiindawo ezichongiweyo • Zonke iinkonzo zokususa inkunkuma • Ukuqokelelwa kweemaski imihla ngemihla kunye nokuhanjiswa kwazo • Ukuhlanjwa, ukomisa kunye nokuAyinwa kweemaski 	<p>Iindawo eziqhelekileyo kunye neeofisi eziya kuthi zibe nabasebenzi abangaphezulu kwesinye kuyo (nangona oko kuza kube kusenziwa ngokutshintshatshintsha abantu) ziya kucocwa.</p>	<p>kuya kulungiselela ukuhanjiswa kwezinto zokucoca kunye nezixhobo.</p>
UPHANDO OLUQHUBAYO NOMFUNISELO		
<ul style="list-style-type: none"> • Ukuqhuba nophando nomfuniselo kubandakanya izilwanyana kunye nezityalo. • Iiprojekthi zophando ezichaziweyo (kubandakanya izilwanyana, izinambuzane kunye nolingo lwezityalo) ekufuneka kuqhubeka. • Zonke iintlobo zestokhwe esiselaboratri ekufuneka sigcinwe siphila, kubandakanywa amaqela eeseli kunye nokubekwa esweni kwefriji(isibandisi) kunye nestokhwe esikwifriza(isikhenkcezisi). 	<p>Umnxeba kaxakeka odityaniswe kwinkqubo ye-alam</p> <p>Ukugcwalisa kwakhona isitokhwe njengoko kufuneka (kuya kufuneka kungadluli kwiiyure ezi-2)</p> <p>Ukugcinwa kwezixhobo ezibalulekileyo ezingakwaziyo ukucinywa.</p>	
UKULUNGISA, ULONDOLOZO NEENKOZO ZIKAXAKEKA		
<ul style="list-style-type: none"> • Abasebenzi bolondolozo kunye nabobuchwephesha kumasebe ajongene nezixhobo ezizodwa zesayensi kunye nokufundisa kunye neenkqubo zokuthintela umonakalo omkhulu 	<p>Jikelele ngeveki okanye njengoko kufuneka.</p>	

<p>kwiiasethi zoqoqosho, apho uphazamiseko lwaloo nkonzo lungatshabalalisa imimandla yokusebenza ebalulekileyo, efana neelabhoratri, oomatshini, izakhiwo kuy e namanzi nombane.</p> <ul style="list-style-type: none"> • Abasebenzi bolondolozo kunye nobuchwephesha abajongene noxanduva lwezakhiwo zeDyunivesithi. • Umsebenzi kaxakeka wokulungisa, o.k.t iinkonzo zombane, ulondolozo lwezakhiwo kunye neenkonzo zobunjinieli. 	<p>Ukutsalela umnxeba ngoxakeka .</p>	
<p>Udidi lwabasebenzi kunye neeNkonzo eziBalulekileyo</p>	<p>Ukuhamba rhoqo/liparamitha zexesha (Umlinganiselo wobunjani)</p>	<p>Ingqwalasela</p>
<p>ULWAZI KUNYE NEENKONZO ZONXIBELWANO LOBUCHWEPHESHA</p>		
<ul style="list-style-type: none"> • Zonke iinkonzo zonxibelelwano ngomnxeba kunye nezakhiwo • Ulwazi kunye nenkxaso yonxibelelwano neenkonzo. 	<p>Umsebenzi wodwa kunye neenkonzo ezingenakwenziwa kude nendawo yomsebenzi Ukushiyana kweeyure zomsebenzi</p>	
<p>IINKONZO ZONXIBELELWANO OLUTHILE</p>		
<ul style="list-style-type: none"> • Iinkonzo zonxibelelwano ze-Intanethi • Imveliso yosasazo lwasekuhlaleni kunye nokusasazwa ngqo kweenkonzo zecandelo lobugcisa ukuxhasa i-Covid-19. • Amaphephandaba kunye nosasazo. 	<p>Kakhulu kwenziwa kude Ukufikelela kwindawo yokusebenzela kabini ngeveki iyure ezimbalwa.</p>	
<p>IINGCALI ZEMFUNDO YOBUCHWEPHESHA</p>		

<ul style="list-style-type: none"> • Ingcali ye-ICT ekufundiseni ikude nge-intanethi kwaye inoxanduva lwenkqubo yolawulo lokufunda lweziko (LMS) -'I-RUconnised'. • Abasebenzi abanoxanduva lokuphuhlisa amandla abasebenzi bezemfundo ukuba basebenzise ukufunda ngobuchwephesha 	<p>Isikakhulu kwenzeka kude Ukungena kwindawo yokusebenza ngamaxesha athile</p>	
UKUFUNDA NOKUFUNDISA NGE-INTANETHI/KUDE		
<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 abanakukwenza oko bekude. • Abasebenzi bezemfundo kunye nabaSebenzi abaXhasayo abaququzelela imathiriyeli yokufunda iprintwe, ipakishwe, ze ihanjiswe. 	<p>Isikakhulu kwenzeka kude, Kunokufuna ukungena kwindawo yokusebenza ngamaxesha athile</p>	

Udidi lwabasebenzi kunye neeNkonzo eziBalulekileyo	Ukukhambisa rhoqo / liparamitha zexesha (umlinganiselo wobunjani)	Ingqwalasela
IZIMALI, ULAWULO KUNYE NEENKONZO ZOBUGCISA EZIBALULEKILEYO, EKHUBENI KUSEBENZA IZIKO		
<ul style="list-style-type: none"> • Iintlawulo eziya kubasebenzi (o.k.t. Iintlawulo zabasebenzi, abasebenzi bemicimbi yabasebenzi kunye nabasebenzi be-candelo 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 neenkonziso zokuprinta) • Ulawulo olunxulumene noncedo lwezonyango, imali yomhlala-phantsi kunye ne-inshorensi efana nobomi beqela, isibonelelo somngcwabo njl. • Iintengo kunye neendawo zokuthenga (zokuthenga kunye nezixhobo) izinto zokucoca nokubulala intsholongwane emsebenzini. • Iimali zoPhando, i-NRF kunye ne-SARCHI inkxaso kaSihlalo kunye nenkxaso nenkqubo yenkxaso kuphando olwenziwa ukude kwi-Intanethi. • Ezemali kunye nolawulo lwezicwangciso mali 	<p>Abasebenzi bentlawulo yabasebenzi abanokusebenza kude, ukusebenza bashiyane kungenzeka baqinisekise ukuba umgama phakathi komnye nomnye kuqwalaselwe</p> <p>Ujikeleziso, ukushiyana ngeentsuku/ujikeleziso njengoko kufuneka.</p> <p>Njengoko kufuneka, imodeli entlantlu mbini, uninzi lomsebenzi lunokwenziwa ukude. Icandelo labasebenzi abambalwa.</p> <p>Njengoko kufuneka, ukuqala nokuphuma ngamaxesha ashianayo njengoko kufuneka. Icandelo labasebenzi abambalwa.</p> <p>Njengoko kufuneka, imodeli entlantlu mbini, uninzi lomsebenzi lunokwenziwa ukude. Iintsuku ezishianayo kunye nokutsiba tsiba iintsuku.</p>	

<ul style="list-style-type: none"> • linkonzo zomthetho ezinxulumene nokusebenza kwinkundla yamatyala ebalulekileyo • Abasebenzi boMbuthe wabasebenzi • Abasebenzi bezolawulo abangakwaziyo ukusebenza banike inkxaso bekude nendawo yokusebenza baxhase umsebenzi okude nabasebenzi abasebenza bekude. 	<p>Kakhulu kwenziwa ukude limodeli eNtlantlu mbini, ixesha lokuqala nokugqiba, ujikelezo kunye nokutsiba tsiba iintsuku.</p>	
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Le ndlela yokuziphatha yeyethutyana kwaye iya kusebenza njengoko uvalo lwesizwe ukumanqanaba ohlukileyo luqhuba.

ULUDWE LONXIBELELWANO (NGOKWEALFABHETHI)

Inkxaso efunekayo	U(aba)mntu o(aba)noxanduva	Inkcukacha zoqhagamshelwano
UKhuseleko lweKampasi yeeyure ezingama-24 zoNcedo	USekela-Mlawuli: kwiiNkonzo zokuSebenza, uMnu Dawie van Dyk kunye noMphathi oBambeleyo: CPU, Mnu Joel Mabotja	046 603 8146/7
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linkonzo zokucoca (kubandakanya ukuzaliswa kwezicoci zesandla)	USekela-Mlawuli: UkuSebenza kweeNdawo zokuhlala, Nksz	jay.pillay@ru.ac.za

Iinkonzo zeNgcebiso	Intloko: iZiko leNgcebiso, Nks Christine Lewis	counsellingcentre@ru.ac.za okanye ngo-046 603 7070 (08h00 kuye ku-16h30, ngoMvulo ukuya ngoLwesihlanu) Umnxeba weNtlekele - ER 24 0102053068 (kwizimo zengqondo zikaxakeka)
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EzeMpilo noKhuseleko	Umbhalisi, uGqr Adele Moodly	registrar@ru.ac.za

Inkxaso efunekayo	U(aba)mntu o(aba)noxanduva	linkukacha zoqhagamshelwano
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Inkxaso ye-IT (yobuChwephesha)	UMlawuli: linkonzo zoLwazi kunye neTekhnoloji, Nks Natalie Ripley	support@ru.ac.za
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linkonzo zeNtlawulo	Umpathi oMkhulu: ukuSebenza kwezeMali, Mnu Raymond Harris kunye noMphathi kwiiNtlawulo zabasebenzi, Nks Melanie Jattiem	raymond.harris@ru.ac.za kunye melanie.hendricks@ru.ac.za
Iyunithi yokuPrinta linkonzo zokuPrinta ziyasebenza kodwa azikavuleleki ukuhamba ngeenyawo	UMpathi weYunithi yokuPrinta, Nks Lee-Ann Knowles	l.nowles@ru.ac.za okanye tsalela umnxeba. 8926/087 okanye 8242 wenze amalungiselelo okungena okanye ufumane uncedo
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