

## ALLOWANCES AND PAYMENTS TO STAFF

The following principles guide all allowances:

- All allowances will be effective as from 1 January unless otherwise indicated.
- Where guidelines exist the guidelines must be read as part of this document.
- Percentage increases are shown in brackets along with the revised rate, if applicable.

### ACADEMIC STAFF:

		2012	2013	2014	2015	2016	Per	Comments/Assumptions
1	Lectures & Practicals  (Temporary Teaching Rates)	R115 p/hr (5.5%)	R122 p/hr (6.09%)	R132 p/hr (8.2%)	R140 p/hr (6.1%)	R149 (6.43%)	hour	<ul style="list-style-type: none"> <li>· The commitment remains to align this rate to the Lecturer's hourly rate, but will be subject to budget constraints.</li> <li>· Annual adjustments to the rate will usually be based on assumptions of the annual increase rate. Where feasible, alignment will be achieved the following year.</li> <li>· This is based on actual hours of work rather than number of lectures.</li> </ul>
2	Lectures-Professional rate	R160 p/hr (1.9%)	R170 p/hr (6.25%)	R200 p/hr (17.64%)	R210 p/hr (5.0%)	R222 (5.71%)	hour	<ul style="list-style-type: none"> <li>· This rate is applied in acknowledgement that certain disciplines, in particular those related to professions such as Law, Pharmacy and areas of Journalism, need to pay a higher rate in order to secure the services of professionals in their field.</li> <li>· From 2015 this will be approximately 50% more than the standard temp teaching rate</li> </ul>
3	ADP Tutors & Teaching Assistant Rate	R 93 (6.9%)	R 96.50 (3.8%)	R 105 (8.81%)	R 112 (6.7%)	R119 (6.25%)	hour	<ul style="list-style-type: none"> <li>· Where post-graduate students are used for this purpose, the relevant student assistance rate should be used.</li> <li>· Where those with teaching experience and an appropriate qualification are used, the ADP Tutor rate shall apply.</li> <li>· From 2014 the rate will be approx. 80% of the Temporary Teaching rate per no. 1 above.</li> </ul>
4	Fieldtrips	R920 p/d (5.5%)	R1 000 p/d (8.7%)	R1 056 p/d (5.6%)	R1 120 p/d (6.1%)	R 1 192	day	<ul style="list-style-type: none"> <li>· Based on an 8-hour day, using the temporary teaching rate.</li> <li>· The rate includes overnight stays.</li> </ul>
5	Exam Commissioners	R 131 (5.6%)	R 140 (6.9%)	R 149 (6.4%)	R 155 (6.23%)	R164 (5.81%)	session	<ul style="list-style-type: none"> <li>· Paid to external exam commissioners.</li> </ul>
6	Exam: Photocopying & Securing exam papers	R87 p/hr (no change)	R92 p/hr (5.75%)	R93 p/hr (1.9%)	R98 p/hr (6.5%)	R107 (9.18%)	hour	<ul style="list-style-type: none"> <li>· From 2014 this rate has been aligned to the hourly temp rate applicable to gr11.</li> </ul>
7	Invigilators	R75 p/hr (4.2%)	R75 p/hr (no change)	R79.50 p/hr (6.0%)	R85 p/hr (6.5%)	R92 (8.24%)	hour	<p>Principles determined with effect from 1/1/2011:</p> <ul style="list-style-type: none"> <li>· From 2013 the rate is aligned to the hourly rate of gr 10 temp support staff , based on the fact that the person is overseeing a process and there is some complexity.</li> <li>· Academics who are expected to invigilate as part of their administrative duties are not paid this hourly Rate.</li> </ul>
8	Prosecutors & Proctors	R340 p/hr (6.3%)	R361 p/hr (6.18%)	R383 p/hr (6.09%)	R408 p/hr (6.5%)	R433 (6.12%)	hour	<ul style="list-style-type: none"> <li>· Related to student disciplinary hearings</li> <li>· Support staff annual adjustment applied as these are not academic functions.</li> </ul>
9	Sexual Assault:  1) Suppt Officers (students)	R84 p/hr (3.7%)	R87 p/h (3.6%)	R92 p/hr (5.75%)	R98 p/hr (6.5%)	R107 (9.18%)	hour	<ul style="list-style-type: none"> <li>· 1) Based on gr11 hourly temp rate</li> </ul>
	2) Psychological Support	R530 p/hr	R550 p/hr	R583 p/hr (6.0%)	R620 p/hr (6.3%)	R658 (6.13%)	hour	<ul style="list-style-type: none"> <li>· 2) Previously these rates were linked into BHF rates but those rates include a margin to cover overheads. Trying to match this rate is not feasible. Therefore in 2015, the rate will be set at R620 per hour with inflationary increases applied in future.</li> </ul>
10	Reporting Officers for Students/Staff (Unfair Discrimination)	R73p/hr (4.3%)	R75p/hr (2.7%)	R79.50p/hr (6%)	R85/hr (6.5%)	R92 (8.24%)	hour	<ul style="list-style-type: none"> <li>· Based on gr10 hourly temp rate.</li> </ul>
11	Peer Supporters	R62 p/hr	R66 p/hr (6.45%)	R70 p/hr (6.0%)	R75 p/hr (6.5%)	R81 (8%)	hour	<ul style="list-style-type: none"> <li>· Based on gr9 hourly temp rate.</li> </ul>

		2012	2013	2014	2015	2016		Comments/Assumptions
12	Subvention	R2 295.47pm	R2 435pm (6.08%)	R2 435pm (no change)	R2 583pm (6.1%)	R2 725 (5.50%)	month	<p>· Usually this is an additional payment from a professional body to certain academic staff, to supplement income received from the academic's employer. Staff holding a CA qualification in Accounting receive a subvention from SAICA (other criteria apply as determined by the subvention committee).</p> <p>· Previously Professors in Law, Comp Science and Information Systems received a subvention. While this was paid in the past by professional bodies, in more recent years, Rhodes assumed this cost. As a scarcity allowance applies in Computer Science and Information Systems, this is no longer applicable to them. In Law, this subvention will be paid to full professors. An annual adjustment will usually apply but this will be at the discretion of the Director: HR.</p>

**STUDENT REMUNERATION:**

		2012	2013	2014	2015	2016	Per	Comments/Assumptions
13	Student Assistance							<b>(RATES &amp; ASSUMPTIONS ARE IN THE PROCESS OF BEING REVIEWED)</b>
	Admin rate	R26.50 p/hr	R28.50 p/hr (7.55%)	R30 p/hr (5.26%)	R32 p/hr (6.7%)	R34.00 (6.25%)	hour	<p>· This rate, considered to be pitched at the grade 6 level, is applicable to students doing work that is not academic in nature, and therefore not necessarily related to their field of study.</p>
	Defined decision making rate (eg setting desks)	R22 p/hr	R23 p/hr (4.55%)	R25 p/hr (8.7%)	R26 p/hr (4.0%)	R28.00 (7.69%)	hour	<p>· From 2011, the minimum rate is approx. 80% of the student rate for admin-type work. That this work is done at inconvenient hours and at exam-time is factored in already.</p>
	IT Lab Assistants as well as Facilities (since 2014)	R28.50 p/hr	R30.65 p/hr (7.5%)	R35 p/hr (14.19%)	R37 p/hr (5.9%)	R39.50 (6.76%)	hour	<p>· IT Lab Assistant work is pitched at approximately the grade 7 level. Therefore, the rate has been set in relation to the admin rate, at the same ratio between permanent staff cash remuneration at these levels. Currently this is approx. 15.5%.</p>
	Student Tech rate (IT)	Rates under review	Rates under review	R46p/hr	R49p/hr (6.5%)	R52.50 (7.14%)	hour	<p>· This work is considered to be at approximately the grade 9 level. Therefore the rate has been set based on the ratio between cash remuneration at the grade 7 level versus that at the grade 9 level, for permanent staff.</p>
14	Demonstrators/Tutors							
	- Undergraduate	R27 p/hr	R30 p/hr	R32 p/hr	R39 p/hr	R41	hr	<p>· A new methodology for determining the budget allocations per department, was implemented in 2015, based on extensive analyses and in terms of a model determined by Prof Sewry. A single rate is applied for all student work.</p>
	- PostGraduate	R31 p/hr	R34 p/hr	R37 p/hr				
15	Assistant Prosecutors	R30 p/hr	R34 p/hr	R37 p/hr	R39 p/hr	R41	hr	<p>· Rate was equivalent to that of postgraduate tutor. Since student rates have now been collapsed to a single rate, this will be equivalent to student assistance hourly rate, but with up to a 5% premium</p>

**SUPPORT STAFF:**

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		2012	2013	2014	2015	2016	Per	Comments/Assumptions
20	Transport allowances : <i>One Way Trip</i>	R7.41 per trip	R7.70 p/trip @ 1/1/2013 R8.80 p/trip @ 1/8/2013	R8.80 p/trip	R8.80 p/trip	R360.00	month	This is paid where staff are required to start at or before 7am and who leave after 6pm and where transport is not provided by Rhodes University. Effective 2016 the allowance is a flat monthly rate paid to staff in posts where the above requirement is met. Between 2013 and 2015 the rate was not subject to negotiation, but was based on the number of eligible trips.
	<i>Health Care Centre: Nurses</i>	R27 pm	R28 pm- incr. 1/8/2013	R32.08 pm	R32.08 pm	R360.00	month	
	<i>Health Care Centre: Assistant</i>	R162 pm	R169 pm – incr 1/8/2013	R192.87 pm	R192.87 pm	R360.00	month	
	<i>Central Cleaning Services</i>	R161 pm	R167 pm – incr 1/8/2013	R190.67 pm	R190.67 pm	R360.00	month	
	<i>Food Services</i>	R225 pm	R234 pm – incr 1/8/2013	R266.91 pm	R266.91 pm	R360.00	month	
	<i>Campus Guards</i>	R360 pm	R239pm – incr 1/8/2013	R272.80pm	R272.80pm	R360.00	month	
	<i>Shift Supervisors</i>	R480 pm	R231pm- incr 1/8/2013	R264pm	R264pm	R360.00	month	
21	<b>Food Allowance</b>	R 340	R 360 (5.88%)	R 392 (8.89%)	R 427 (9.0%)	R453.00 6.09%	month (Jan/Dec)	<ul style="list-style-type: none"> <li>Payable to all Food Services staff in January and December. For the rest of the year, food is received in recognition of additional hours worked (45hrs).</li> <li>Value determined each year by Director: Residential Operations, based on cost of the food. Information available by late November annually</li> </ul>
22	<b>Casual rates</b>	R85 p/day (6.25%)	R91 p/day (7.06%)	R98 p/day (7.7%)	R104 p/day (6.1%)	R109.00 (4.81%)	day	<ul style="list-style-type: none"> <li>Casuals are appointed on a daily rate for a short period of time. They are paid weekly and will not normally work in the same job for a period longer than a month.</li> <li>The rate is determined by using as the base, the current salary of a domestic for this region (for workers working less than 27 ordinary hours per week) plus a 15% premium. This is inclusive of the cost of living adjustment. The rate assumes an 8-hour work day.</li> <li>The calculated rate in 2015 for 2016 reflects a 20% premium in order to build in an inflation-linked increase</li> </ul>
		R10.62 p/hr (6.2%)	R11.38 p/hr	R12.25 p/hr	R12.96 p/hr	R13.63	hour	
23	<b>Interpreters</b>	R33 p/h	R35 p/h	R36 p/h	R36 p/h	R38.50 (6.94%)	hour	<ul style="list-style-type: none"> <li>Fieldwork translation from isiXhosa to English and vice versa.</li> <li>Linked to the hourly rate at between the grade 3 and 4 temp level.</li> </ul>
24	<b>Director EMU</b>	R65 427 p.a.	R69 905 p.a.	R74 621p.a.	R79 845 p.a. (7.0%)	R85 975.00 (7.68%)	year	<ul style="list-style-type: none"> <li>WEF 2011: Director EMU post vacant since 2004. Responsibilities have been picked up by academic on p/time basis (+416hrs p.a.) Paid at approx. hrly cash rate of Senior Lecturer.</li> </ul>
25	<b>House Warden: PGV</b>	n/a	n/a	R11 000 p.a.	R11 850 p.a. (7.7%)	R12 571.55 (6.09%)	year	<ul style="list-style-type: none"> <li>Paid monthly, this allowance is in respect of food not provided. Other house wardens receive meals. Increased by same rate of increase as applies to Food Allowances paid to catering staff.</li> </ul>



APPENDIX 1:

Budget costs related to the Temporary Assistance and Temporary Teaching budgets:

		2013	2014	2015	2016	COMMENTS/ASSUMPTIONS
	<b>B&amp;B Accommodation</b>	R 600	R550 (Gilbert Str) R600/R650 (other)	R605 (Gilbert Str) R680 (other)	<b>R 750 average</b>	· Based on quotations from a range of establishments.
	<b>Transit accommodation</b>	R 4 946	R5 600 pm (long term)	R6 048 pm (long term)	<b>R6 652 pm</b>	· Only determined in about October each year. Add 8-10% increase to existing year rate for following year's budget. · This rate excludes water and electricity (prepaid).
	<b>Travel &amp; Subsistence</b>					The rates published by SARS from time are maxima. These rates are available from the Finance Division. Given the budget constraints and the need to improve staff salary compa ratios, payments from the central salary budget that is managed by HR, will be made at the rates indicated below. These rates are likely to be less than the published SARS rate.  From 2016 the following rates will be applied: <b>Travel:</b> R3.29 per km <b>Subsistence:</b> R372 per night if no accommodation claimed. No vouchers required. R255 Per night where accommodation (including B&B) provided. No vouchers required. R115 For day trip supported by vouchers- meal & incidental costs. This is a maximum. Nil when accommodation and all meals are provided.
	<b>Transport- hired car</b>	R65 p/d  R 142  R 138  R 130	Approx R143 per day	Approx R261	<b>1 day - R150 p/day</b> <b>2+ days - R162 p/day</b>	<b>Go Travel Shuttle:</b> 7 days a week between Grahamstown & PE  <b>One way: R250</b> <b>Return: R500</b> 2015 rates · Quote from Budget Car Hire · Prices quoted are for an entry level vehicle. · 1 day – no kms included · 2 days and more – 200kms per day included · All kms exceeding daily inclusion = 67c. · Car will be full at pick up. Person renting vehicle can either fill car up before return, or Budget will fill up and charge Rhodes for the cost of the fuel PLUS R40.00 contact fee.

  

	<b>Transport- shuttle (PE/GHT)</b>	R 600				R2.40 per km or R 50 per day (Rhodes transport)  <b>Blunden Coach Tours:</b> Grahamstown to PE Airport 1pax – R700 2pax – R350pp 3pax or more – R250pp Rate may be subject to fuel price increases.
	<b>Flights (domestic)</b>	R 2 500				<b>JNB to PLZ - R3 395</b> <b>CPT to PLZ - R4 181</b> <b>DUR to PLZ - R4 781</b> <b>Service Fee - R95 (Dom)</b> · Estimates from Club Travel · Flights should be arranged well in advance to secure cheaper prices · Prices subject to seat availability for <u>domestic</u> and <u>international</u> flights.
	<b>Flights (international)</b>					Depends on country of origin/destination but guidelines are: USA (NY) R 20 380 UK R 16 539 Sweden R 17 690 Australia R 21 022 Canada R 19 225 Kenya R 13 882 Service Fee R 318

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