



RHODES UNIVERSITY
Grahamstown • 6140 • South Africa

Financial Support for Staff of Rhodes University in the Event of Minor Injury on Duty

Standard Operating Procedure

Responsible Committee/Unit/Division/Faculty	HR division
Responsible Chairperson/Director/Manager	Director of HR
Date	February 2013
Review Cycle (e.g. every 2/5/7 years etc)	n/a
Last Reviewed	September 2016



Protocol for Financial Support for Staff of Rhodes University in the Event of Minor Injury On Duty

1. Introduction

This protocol covers all staff, academic and support, permanent and temporary staff. As an employer, Rhodes University seeks to provide reasonable support to staff in the event of their being injured on duty or in the event of accidents while on duty.

As an employer, Rhodes University will support staff in the event of injury on duty or accidents whilst on duty as follows:

- 1.1 Facilitating the execution of statutory processes where statutory insurances are to be claimed e.g. COID Act, Road Accident Fund etc. This is detailed in the protocol entitled “Protocol regarding Incidents and Injuries on Duty resulting in Personal Injury”;
- 1.2 Providing additional short-term insurance to cover specific eventualities. This is detailed in the protocol entitled “Protocol re for Principles related to Employee Accident Insurance Benefits for employees of Rhodes University” ; and
- 1.3 Providing limited assistance as regards the replacement of personal items. This protocol deals with this. This protocol does not seek to replace existing processes or insurances of the University.

2. Providing limited assistance as regards the replacement of personal items

Rhodes University accepts no responsibility for any loss or damage to the personal belongings of any members of staff whatsoever, irrespective of the event leading to such damage or loss. However, where a staff member is not on medical aid and needs to replace an item or items as a result of personal injury, consideration will be given to providing some financial support to this individual.

Items or items in this protocol refer to teeth (natural or dentures), prescription spectacles, prescription contact lenses, hearing aids or prosthesis or any personal item required because of a recognised disability. Hereafter referred to as the item or items.

Personal injury refers to injury to the person or loss of an item as a result of the action of another party or due to circumstances beyond the control of the individual. Hereafter referred to as injury. Costs as a result of personal negligence on the part of the injured party will not be considered.

In considering providing some financial support in the event of an injury, the following parameters apply:

- (i). Only the items lost or damaged will be replaced;
- (ii). The replacement item/s chosen must be of the same or similar value. Where it is no longer possible to replace the item/s with the same or similar value, the staff member will usually be responsible for paying the difference in costs;
- (iii). Where an appointment with a specialist or doctor is needed for such replacement, this will be considered;
- (iv). Only the items lost as a result of injury while on duty will be considered;
- (v). Items will only be replaced if the incident report related to the event indicates damage to the item/s or loss of the item as a result of the injury. Where damage to item/s is reported after the incident, no request for payment will be made unless there is a compelling motivation that damage to the item could not be identified at the time;

- (vi). Payment will usually be made directly to the supplier of goods on submission of receipt or invoice. In the case of the invoice being supplied, payment will only be made to the supplier once the staff member provides evidence of the item/s received. Where a receipt is produced and provided that there has been approval for assisting the staff member, payment will be made directly to the staff member subject to point (ii) above;
- (vii). This dispensation is not an entitlement nor an insurance claim but an initiative by the employer to support staff and to do so in a fair and consistent manner.

The following staff will be eligible for assistance:

- (viii). A Staff member who is not on a medical aid scheme (either a scheme approved by Rhodes University or that of a partner). This is usually staff on grades 1 to 5;
- (ix). Where the staff member is on medical aid but the person's benefits related to the item have been exhausted or where the staff member's medical aid does not provide the benefit;
- (x). Where a staff member is on medical aid and has made use of the benefits thereof, but an excess has had to be paid, assistance will be provided, subject to the points (i) to (vii) above.

Requests for consideration should be sent to the HR Generalist for the work area. Decisions will be taken by relevant staff in the HR Division and their decision shall be final.

This protocol comes into effect from 1 September 2012. Claims pre-dating this will not be considered.

Written: Director, HR
Consultation with management team and unions.
Last updated: July 2012