



RHODES UNIVERSITY
Grahamstown • 6140 • South Africa

Protocol Governing Staff Undertaking Private Work

Responsible Committee/Unit/Division/Faculty	HR
Responsible Chairperson/Director/Manager	
Date updated	4 November 2020



PROTOCOL GOVERNING STAFF UNDERTAKING PRIVATE WORK

1. Introduction

Private work is understood as any work undertaken by a staff member at any time that is not the core responsibilities of the post for which s/he was contracted by Rhodes University. This is work for which additional remuneration is received, including additional remuneration by the institution. Work that is undertaken but for which no remuneration is received is regarded as community work. Where an honorarium is received, this is not classified as private work.

The following are examples (not an exhaustive list) of private work: -

- Work undertaken elsewhere in the University where the individual is receiving remuneration for this work;
- Participation in the offering of a short course run by a department at Rhodes University where the individual is receiving remuneration for this work;
- Staff who own their own business and generate their own income from the work done in this business;
- Staff who work outside the University where the individual is receiving remuneration;
- Involvement in fora such as governing bodies, regulatory bodies, professional fora for which remuneration is received;
- Review of other's work for which remuneration is received;
- Research for which the individual will benefit directly and where this money will be paid as a remuneration.

Those involved in Wardening are **not** required to complete this documentation as the application for such a post requires that the current Head of Department or manager is advised and consulted regarding the application.

Where staff are employed on a part-time basis, only that work that will impact on the individual's work at Rhodes University or which is done during work hours, will require application in terms of this protocol.

2. The benefits of private work

It is recognised that staff's involvement in private work can have a number of benefits for the individual, department and institution including but not limited to: -

- Opportunities for the academic to develop professional expertise in a different context. This can benefit their teaching of the discipline or their research;
- Opportunities for the support staff professional to develop their professional expertise in a different kind of industry;
- Opportunities for the staff member to earn additional remuneration;
- Through running of short-courses, the opportunity for the department to profile itself in different ways as well as to raise additional funds for the activities of the department; and
- Opportunities for the department to develop industry or government contacts.

3. The need for authorisation of private work

The institution needs to track and authorise private work given that in spite of the possible benefits, private work has the potential to impact negatively on the individual, department and institution.

It must be recognised that there are potential opportunity costs through individual's engaging in private work namely: -

- A reduction in research output amongst these academic staff; and
- A negative impact on the academic's ability to be promoted;

It must also be recognised that while there are many benefits to the department, private work can also negatively impact the academic department by detracting from its main activities of teaching and research. Individuals' private work may create a burden on their colleagues who remain within the department, available to students requiring assistance.

Private work undertaken by a support staff member, either after or during work hours, has the potential to undermine service delivery of that department, section or Division.

4. Procedure to be followed when undertaking private work:

Staff undertaking private work must apply for permission to do so on an annual basis. In terms of their conditions of service, staff members are not allowed to undertake remunerative work in addition to their duties to the University without the permission of the Vice-Chancellor. This authority has been delegated to: -

- The Deputy Vice Chancellor: Academic & Student Affairs for Academic Staff; and
- The Director: Human Resources for Support Staff.

A staff member wishing to undertake private work is required to: -

- Complete the relevant form **in full** (available from the HR Division or on the HR Division's website at: <https://my.ru.ac.za/imbizo/humanresources/>).
- Those staff involved in short courses for which remuneration is to be received need not complete the private work application form. Instead, the short-course application form will suffice in this regard;
- Discuss the matter with the Head of Department/Director who needs to sign the form to indicate approval or non-approval;
- Any non-approval should be discussed with the staff member concerned;
- If relevant, pass the form onto the Head of Division or Dean for consideration; and then
- Return it to the Director of Human Resources Office.

The Human Resources Division will ensure that the form is processed and sent to the correct person for approval.

Permission to undertake private work is normally granted provided that the: -

- The application is made in advance of the work being undertaken;
- Work will not interfere with the staff member's University duties;
- Work is done after work hours or if during work hours, this time will be made up and/or annual leave must be taken;
- Work will not bring discredit to the University nor will the work constitutes a conflict of interest for the individual concerned;
- Work is a reasonable number of hours per week such that doing the extra work does not put undue stress and strain on the staff member and/nor that it becomes likely that the person will be able to fulfill his/her responsibilities to the University; and
- The application is limited to one calendar year at a time (the staff member is required to re-apply after the expiry of this period).

It is preferable that staff members apply for this permission at the outset of the year in anticipation of all private work commitments for that year. However, as opportunities for private work may arise throughout the year, applications can also be submitted during the course of the year. Applications for short courses where individuals are receiving remuneration, the short-course application form will suffice.

5. Reporting of private work

An annual report of private work undertaken by the Institution should be tabled with Executive Management and Council.

Last updated – 04 November 2020 by the Acting Director: HR