



**RHODES UNIVERSITY**  
Grahamstown • 6140 • South Africa

# iyUnivesithi iRhodes iNkqubo YokuFaka IziKhalazo

<b>Responsible Committee/Unit/Division/Faculty</b>	HR
<b>Responsible Chairperson/Director/Manager</b>	Director of HR
<b>Date</b>	Approved by Council 2022





**IYUNIVESITHI IRHODES  
INKQUBO YOKUFAKA IZIKHALAZO**

**Isiqulatho**

lintsingiselo	2
1. Intshayelelo	3
2. Ummandla neNdlela yokusetyenziswa	3
3. Imiqathango jikelele	4
4. Umelo	5
5. Inqanaba 1- Inkqubo engekho sikweni	5
6. Inqanaba 2 – Inkqubo esesikweni	6
7. Imfihlo	8
8. linkqubo zangaphandle kweYunivesithi	8
9. Inyathelo loluleko	8
Inkqubo yoLamlo (IsiHlomelo 1)	11
Inkqubo yolamlo esisibonelo seFlowu dayagram	14

**lintsingiselo.**

"**lintsuku**" ithetha iintsuku zokusebenza kwaye ayibandakanyi naziphi na iiholide zikawonke-wonke, iMigqibelo neeCawe kunye nexesha elisusela kwi-15 kaDisemba ukuya kwi-15<sup>ngo</sup> Janyuwari (zombini iintsuku zibandakanyiwe).

"**Umsebenzi**" ithetha nawuphi na umntu oqeshwe kwiYunivesithi, nokuba kungexesha elithile okanye ngalo lonke ixesha, isigxina, isivumelwano sexeshana okanye esimiselweyo, ngaphandle kwaMaqabane eziFundo ezingaphaya kobuGqirha.

"**Umqeshi**" ithetha iYunivesithi iRhodes njengoko ivunyiwe nguMthetho weMfundo ePhakamileyo onguNomb 101 ka-1997 njengoko ulungisiwe.

"**Umphathi weCandelo**" ithetha uMphathi weCandelo wokuqala okanye uMkhokeli (Suphavayiza) walowo uqeshwe kwisikhundla, okt. umntu umsebenzi abika kuye ngqo.

"**Ummeli osemthethweni**" ithetha umntu oqeqeshwe ngokusemthethweni, nokuba ngaba loo mntu usebenza njengegcisa lezomthetho (iGqwetha okanye uMmeli) ngendlela eqhelekileyo.

"**Ulamlo**" ichazwa njengenkqubo apho umntu ongathathi cala enceda amaqela akwingxabano ukusombulula ingxaki.

"**Iqabane lophando emva kobugqirha**" akangomqeshwa, ingengomfundi. Bangabafundi abanezidanga zePhD abaseka imisebenzi yabo yemfundo ngokuqala ngokuqhuba uphando kodwa banokuphinda benze eminye imisebenzi yezemfundo efana nokufundisa ngamaxesha athile kunye nokubek' esweni kwabafundi ngokubambisana, phantsi kweliso lomnimzi eYunivesithi.

"**Igosa lemicimbi yabasebenzi**" ithetha umsebenzi onyulelwe kwisikhundla segosa lemicimbi yabasebenzi ngokungqinelana noMgaqo-siseko weManyano yabasebenzi.

"**Ummeli ngokwaneleyo**" kuthetha ama-25% kunye nesinye okanye ngaphezulu kubasebenzi abafanelekileyo abamelwe yiManyano.

**"Imanyano yorhwebo"** ithetha umbutho wabasebenzi onjongo yawo ephambili ikukulawula ubudlelwane phakathi kwabasebenzi nabaqeshi, kubandakanywa nayo nayiphi na imibutho yabaqeshi.

**"Ummeli weManyano yoRhwebo"** ithetha ilungu lombutho wabasebenzi elinyulelwe ukumela abasebenzi emsebenzini.

**"Yunivesithi"** kuthetha umqeshi, iYunivesithi iRhodes.

## **1. Intshayelelo**

Isikhalazo sinokuchazwa njengako nakuphi na ukungoneliseki / okanye inkxalabo kumqeshwa evela kwimeko yakhe yokusebenza, okanye **isicelo** kwiimeko zengqesho kunye neemeko emsebenzini.

**Inkqubo yezikhalazo ayinakusetyenziswa ukujongana nezenzo ezigwenxa zabasebenzi ezifana nemiba yemivuzo okanye iintlawulo, iimfuno zezinye izibonelelo.**

## **2. Ummandla kunye neNdlela yokusetyenziswa**

- 2.1 Inkqubo yesikhalazo sisikhokelo kwaye ibeka amaqanaba ngamaqanaba enkqubo apho iYunivesithi iza kuzama ukuyilandela kwaye isebenzise njengoko nakangangoko kunokwenzeka.
- 2.2 Inkqubo yesikhalazo isebenza ngokulinganayo kubo bonke abasebenzi, kungabandakanywa abangaphaya kwamabakala 18 ukuya 25 kunye neeDini. Ukuba sifakwe isikhalazo ngumsebenzi wezemfundo okanye ngabasebenzi kwibakala 1 ukuya kwele-17 ngakumsebenzi okwiBakala 18 nangaphezulu kubandakanywa neeDini, umntu okwiBakala 18 nangaphezulu kunye neeDini ziya kulawulwa le nkqubo yesikhalazo. Ukuba isikhalazo sifakwe nguMphathi oMkhulu, isikhalazo sakhe siya kusingathwa ngumphathi ochaphazelekayo wecandelo. Ukuba isikhalazo sifakwe lilungu leSigqeba soLawulo, isikhalazo sabo siya kusingathwa nguVayisi Tshansela okanye umtyunjwa wakhe.

### 3. Imigaqo jikelele

- 3.1. Le nkqubo iqulunqwe ngenjongo yokuseka amanyathelo afanelekileyo amawalandelwe ekulandeleni nasekusingatheni isikhalazo.
- 3.2. Bonke abaqeshwa bayakhuthazwa ukuba bathethe noMphathi/uMphathi weCandelo/uMphathi wabo osondeleyo malunga nesikhalazo sabo okokuqala, bafune isisombululo esikhawulezileyo nesanelisayo phambi kokuba kusetyenziswe inkqubo yesikhalazo.
- 3.3. Le nkqubo yesikhalazo ayinakusetyenziswa ukujongana nazo naziphi na iingxabano ezinokuvela phakathi kweYunivesithi nayo nayiphi na imanyano yabasebenzi evunyiweyo yiYunivesithi, kwaye le nkqubo ayinakusetyenziselwa ukuthetha-thethana ngeenguqu kwintlanganisela yemigaqo neemeko zengqesho. Ngaphezu koko, inkqubo yesikhalazo ayinakusetyenziswa ukucela umngeni kwisohlwayo esiwiswe ngokweKhowudi yoLuleko lwaBasebenzi kunye neNkqubo. Inkqubo yesikhalazo ayiquki ukungoneliseki okuvela kwisityholo socalucalulo olungafanelekanga kunye netyala loXhatshazo kunye nezenzo ezingokwabelana ngesondo. Onke amatyala oXhatshazo ngezesondo aza kusingathwa ngokwemigaqo yeKhowudi yekuziPhatha kakuhle ekuphattheni amatyala oXhatshazo ngekwabelana ngesondo njengoko kuqulathwe kumthetho wobudlelwane kwezabasebenzi Nomb 66 ka-1995, njengoko ulungisiwe.
- 3.4. Inkqubo yezikhalazo iyangqina ukuba akukho luxhatshazo lwabasebenzi abaveze izikhalazo ezizemthethweni.
- 3.5. Nawaphi na amanyathelo aphantsi kwale nkqubo aya kuthathwa ngokukhawuleza ngaphandle kokuba kukho isizathu esibambekayo sokulibaziseka. Naliphi na ixesha elibekiweyo kule nkqubo linokwandiswa ukuba kunengqiqo ukwenza njalo.
- 3.6. Umqeshwa makathathe onke amanyathelo afanelekileyo okuzimasa nayiphi na intlanganiso yezikhalazo.
- 3.7. Umqeshwa uya kuba nelungelo lokuqhubeka ngolwimi alukhethayo umqeshwa kwaye itoliki iya kulungiselelwa ukuba ifunwa ngumqeshwa.

- 3.8. Umqeshwa kufuneka anxibelelane nomqeshi, ubuncinane kwiiyure ezingama-48 phambi kwentlanganiso mayela naziphi na iimfuno zetoliki.
- 3.9. Yinjongo yale nkqubo ukusombulula imicimbi kwangoko kangangoko kunokwenzeka kwaye kwangethuba.
- 3.10. Nawuphi na umntu owenza isityholo esingenasihlahla, esiyimfeketho okanye esinolunye angajongana nesohlwayo.
- 3.11. Kulo naliphi na inqanaba, kwaye ukuba ulamlo yinkqubo efanelekileyo, amaqela anelungelo lokukhetha ukulamla. Inkqubo yolamlo yinkqubo ethe ngqo kakhulu kwaye akukho mqeshwa unokunyanzelwa kwinkqubo yolamlo, kufuneka ibe ngesivumelwano njengoko iyinkqubo yokuzithandela. Ulamlo luya kuqhubeka phantsi koluhlu lwenkqubo yolamlo. (Inkqubo yolamlo ichazwe kwiSihlomelo 1)

#### **4. Umelo**

Umqeshwa unelungelo lokumelwa kwinqanaba lokungekhosikweni (inqanaba loku-1) lenkqubo yesikhalazo. Kuyaqondwa ukuba uncedo lommeli ovunyiweyo wombutho wabasebenzi ovunyiweyo ngaphakathi okanye omnye umsebenzi waseyunivesithi lunokuba luncedo ekuphumezeni isisombululo kwizikhalazo zomqeshwa. Ngokufanelekileyo, ukumelwa luya kuvunyelwa kwinqanaba loku-1.

Ukuba amaqela avumelana ngolamlo, akukho melo luya kuvunyelwa ngexesha lenkqubo yolamlo.

Ukumelwa ngokusemthethweni akuvumelekanga kulo naliphi na inqanaba leNkqubo yeZikhalazo, kuquka nolamlo. Ummeli osemthethweni lithetha umntu oqeqeshwe ngokusemthethweni, nokuba ngaba loo mntu usebenza njengegcisa lezomthetho (iGqwetha okanye iMmeli) ngendlela eqhelekileyo.

#### **5. Inqanaba 1 - Inkqubo engekho sikweni**

Zonke izikhalazo mazijongwe kuMphathi weCandelo okokuqala.

- 5.1. IYunivesithi izibophelele ekuqinisekiseni ukuba iyantlukwano kunye nobunzima bunokusonjululwa ngoxolo ngonxibelelwano oluvulelekileyo. Ngoko ke, kulindeleke ukuba nanini na kunokwenzeka phambi kokuba

kuqaliswe inkqubo esesikweni yokukhalaza, iinzame ezifanelekileyo ziya kwenziwa ngawo onke amaqela ukusombulula izikhalazo ngokungacwangciswanga. kwangethuba/ kwamsinyane.

Oku kufuna ukuba uMphathi weCandelo, ofumana isikhalazo esingekho sikweni, ukuba a:

- Dibane nomsebenzi okhathazekileyo kwaye aqonde uhlobo lwesikhalazo sakhe;
- Fumane iinkcazo ezivela kumaqela omabini malunga nesikhalazo kwaye ahlule phakathi kweenyani kunye nezimvo kwaye avavanye ukuba isikhalazo sinokuxhaswa; kwaye
- Chazele umqeshwa ifuthe elinokubakho isikhalazo esinokuba nalo kubudlelwane bexesha elide nomnye umsebenzi.

5.2. Emva kokuba onke la manyathelo angasentla ethathiwe, uMphathi weCandelo uya kunikela ingxelo ngembalelwano kumaqela omabini ngokukhawuleza okufanelekileyo.

5.3. Ukuba uMphathi weCandelo ungomnye ochaphazelekayo kwisikhalazo, ngoko ke umqeshwa okhalazayo okanye ummeli wakhe unokuphakamisa isikhalazo ngokungacwangciswanga kuMphathi weCandelo loMphathi.

5.4. Ukuba isikhalazo asisonjululwanga emva kokungenelela koMphathi weCandelo, umqeshwa angaqhubela phambili kwinkqubo esesikweni yeNqanaba lesi-2. Nangona kunjalo, onke amaqela aya kulindeleka ukuba abonise ukuba enze zonke iinzame ezifanelekileyo/ukuzama ukufikelela kwisisombululo esanelisayo kwisikhalazo.

5.5. Phambi kokuba umqeshwa enze isigqibo sokudlulela kwinqanaba elilandelayo lenkqubo yezikhalazo umqeshwa uya kunikwa ithuba ubuncinane leeyure ezingama-48 zokuphinda athathele ingqalelo ukuba angathanda na ukuqhubela phambili kwinqanaba elilandelayo lale nkqubo.

## **6. Inqanaba lesi-2 - Inkqubo esesikweni**

6.1. Ukuba umsebenzi okhalazayo akonelisekanga sisiphumo emva kweSigaba 1, kufuneka agcwalise ifom yesikhalazo aze ayingenise kuMphathi weCandelo lakhe zingadlulanga iintsuku ezintathu (3)

zokusebenza emva kokufumana isiphumo seNqanaba loku-1. Ifom yesikhalazo kufuneka ibonise inkcazo / uhlobo lwesikhalazo, kubandakanywa naziphi na iinyani ezifanelekileyo, imihla, amagama abantu abachaphazelekayo kunye nesiphumo esifunwayo.

- 6.2. Amaqela aya kumenywa ukuba azimase inkqubo yesikhalazo esesikweni, eya kuthi iqheleke iqhubeke ngokukhawuleza emva kokuba efumene ifom yesikhalazo nguMphathi weCandelo ofanelekileyo.
- 6.3. Kule ntlanganiso, abo babandakanyekayo kwiingxoxo (ummangali kunye neqela esifakwe kuye isikhalazo), banokukhatshwa (okt. ingenguye ummeli) ngumsebenzi ongugxa wakhe wale yunivesithi, okanye ummeli wombutho wabasebenzi owaziwayo ngaphakathi. Ummeli weCandelo leMicimbi yaBasebenzi uya kubakho njengomkhimkhanyo nomcebisi ngenkqubo eza kulandelwa.
- 6.4. Apho umqeshwa efake isikhalazo, iCandelo lezabasebenzi liya kubeka esweni inkqubo ukuqinisekisa ukuba isisombululo sesikhalazo siqhutywa ngokwale nkqubo. ICandelo lezaBasebenzi liya kudlala indima yokucebisa kunye nokongamela ukuqinisekisa ukuba isikhalazo sisonjululwe ngokuhambelana nenkqubo yokukhalaza.
- 6.5 Inkqubo eya kulandelwa kwintlanganiso yezikhalazo iya kuba yileyo yengqiqo yoMphathi weCandelo. Nangona kunjalo, inokubandakanya: -
  - a) ithuba lokuba amaqela enze iinkcazo-ntetho, abuze imibuzo kwaye axoxe ngawo nawaphi na amaxwebhu ekuthenjelwe kuwo; kwaye kunikwe
  - b) ithuba lokuba uMphathi weCandelo abuze imibuzo kwaye axoxe ngawo nawaphi na amaxwebhu ekuxhomekeke kuwo.
- 6.6 ICandelo leMicimbi yaBasebenzi lingabizwa ukuba lincede licebisa ngenkqubo.
- 6.7 Emva kwentlanganiso yesikhalazo uMphathi weCandelo kufuneka anike ingxelo ebhaliweyo ngesiphumo sentlanganiso kunye nezindululo ezinokubakho. Ikopi yale ngxelo iya kwenziwa ifumaneka kubo bobabini umqeshwa onesikhalazo kunye nomntu esifakwe ngaye isikhalazo.
- 6.8 Ingxelo ifanele ifumaneka ngokukhawuleza kangangoko kunokwenzeka emva kwentlanganiso, kodwa ngokufanelekileyo mayingathathi



ngaphezu kweeveki ezintathu emva kwentlanganiso, ngaphandle kokuba umba lowo untsonkothileyo.

## 7. Imfihlo

Lonke ulwazi olunxulunyaniswa nenkqubo yesikhalazo luya kuphathwa ngentembeko engqongqo ngabo bonke ababandakanyekayo, ukuya kuthi ga apho lungaphuli nawuphi na umthetho. Ulwazi aluyi kusetyenziselwa nayiphi na enye into ngaphandle kwenjongo ebulungiselelwe yona. Nakuba kunjalo, umphathi wecandelo uya kunikwa ingcaciso ukwenzela ukuba kube lula ukuqokunjelwa kwesikhalazo. Imfihlo engabasebenzi ibalulekile kwaye ngenxa yoko iYunivesithi iya kusebenzisa iinzame ezifanelekileyo zokuqinisekisa ukuba naziphi na iinkcukacha zobuqu ezinikiweyo, okanye eziqokelelwa kubasebenzi okanye kumntu wesithathu zigcinwa zikhuselekile kwaye ziyimfihlo.

## 8. Inkqubo zangaphandle kweYunivesithi

Ukuba isikhalazo sihlala singasonjululwanga amaqela anokulandela naliphi na elinye inyathelo elisemthethweni.

## 9. Inyathelo loLuleko

- 9.1 IYunivesithi ayisayi kuqhubeka namanyathelo oluleko ngenxa yokuba umqeshwa okhalazayo efuna oku njengexalenye yokusonjululwa kwesisombululo. Inkqubo yokuthatha amanyathelo oluleko ibonelelwe ngokwemigaqo yeKhowudi yoLuleko lwaBasebenzi kunye neNkqubo.
- 9.2 Ukuba ngokuchazwa kwesikhalazo, kubonakala ngathi ukuziphatha kakubi kweNqanaba 2 kunye/okanye 3 (njengoko kuchazwa yiKhowudi yoLuleko lwaBasebenzi kunye neNkqubo) kwenziwe, uMlawuli weCandelo lezaBasebenzi uya kuqhubeka nophando, njengoko kubonelelwe ngokwemigaqo yeKhowudi yoLuleko lwaBasebenzi kunye neNkqubo.
- 9.3 Nawuphi na umntu owenza isityholo esingenasihlahla, esiyimfeketho okanye esinolunya angajongana nesohlwayo. Izityholo ezingenasihlahla, eziyimfeketho okanye ezinolunya zithathwa njengezinzulu kwaye azisayi kunyanyezelwa.

**INKQUBO YOKUFAKA ISIKHALAZO - 2021**

<b>linkcukacha zabasebenzi:</b>				
<b>Isihloko</b>		<b>Ifani</b>		<b>Amagama okuqala</b>
<b>Inombolo yomsebenzi:</b>		<b>ISebe/iCandelo</b>		
<b>Umsebenzi Owenzayo:</b>				<b>I-imeyile</b>
<b>Inombolo yefowuni yomsebenzi</b>		<b>Iselula</b>		
<b>linkcukacha zesikhalazo</b>				
<b>Umhla okwenzeka ngawo isiganeko samva nje</b>		<b>Isikhalazo malunga nokuba ngowuphi um(ba)ntu</b>		
<b>Ubume kunye neenyaniso zesikhalazo (chaza isiganeko samva nje).</b>				
<b>Isiphumo esinqwenelekayo.</b>				
<b>Umhla wefom engeniswe ngayo ku-HoD/umphathi wecandelo okanye ukuba isikhalazo ngakuHoD/umphathi wecandelo, ngoko kwinqanaba elilandelayo lokunika ingxelo</b>		<b>UmSayino womfaki sikhalazo</b>		

**INKQUBO YOKUFAKA ISIKHALAZO - 2021**

<b>NCEDA UQAPHELE ISAHLUKO SOKU-1 SENKQUBO YOKUKHALAZA AYIKHO SIKWENI KWAYE KE AKUKHO MFUNEKO YAKUREKHODISHA ISIKHALAZO KWIFOM, NANGONA KUNJALO EMVA KWAWO ONKE LA MANYATHELO ETHE ATHATHWA KWINKQUBO ENGAKHO SIKWENI UMPHATHI WOLAWULO UYA KUNIKA INGXELO KUWO OMABINI AMAQELA NGEXESHA ELIFANELEKILEYO.</b>			
<b>Inqanaba 2 Isisombululo esisesikweni</b>			
<b>Igama lomntu ophethe isikhalazo</b>		<b>Isihlalo sakhe</b>	
<b>Umhla wentlanganiso yokuqala</b>			
<b>Iinkcukacha zengxoxo</b>			
<b>Isigqibo/isiphumo</b>			
<b>Umsayino womntu ophethe isikhalazo</b>		<b>Umhla wokugqitywa kolu xwebhu</b>	
<b>Ndanelisekile sisiphumo sesi sikhalazo</b>		<b>ANDANELISEKANGA sisiphumo sesi sikhalazo</b>	
<b>Izizathu eziqhubayo zokunganeliseki (ziya kuchazwa ngummangali okanye njengoko zichaziwe kumntu ophethe isikhalazo)</b>			
<b>Umsayino wommangali</b>			
<b>UKUBA ISIKHALAZO SIHLALA SINGASONJULULWANGA IQELA LINGLANDELA AMANYE AMANYATHELO ASEMTHETHWENI EMVA KWESI SIGABA.</b>			

**Inkqubo yolamlo**

**(Isihlomelo 1)**

**1. Imigaqo ephambili**

- a) Ulamlo luchazwa njengenkqubo apho umntu ongathathi cala enceda amaqela akwingxabano ukusombulula isikhalazo sawo.
- b) UMIamli uzimele kwaye akakhethi cala, akanamdla kumxholo, iimfanelo okanye isiphumo sesikhalazo.
- c) Akanawo amandla okuthatha izigqibo. Nangona kunjalo, iingcebiso okanye iziphakamiso zakhe, njengoko kufanelekile, ukusombulula izikhalazo zinokwenziwa nguMIamli. Akukho ziphakamiso okanye iingcebiso ezenziwe ngumlamli zibophelela amaqela kwaye apho amaqela engazilandeli iingcebiso okanye iziphakamiso ezenziwe ngumlamli, oku akusayi kubanjwa ngokuchasene namaqela kuyo nayiphi na inkqubo eyongezelelweyo.
- d) Kwisisombululo sesikhalazo, uMIamli akathathi cala kwaye akanamdla wobuqu, akathath' icala okanye akadl' indlala kulo naliphi na iqela. Akasebenzi njengegqwetha lalo naliphi na iqela.
- e) Uqhagamshelwano phakathi kwabasebenzi ababandakanyekayo kwinkqubo yezikhalazo kunye noMIamli lugcinwa luyimfihlo engqongqo.
- f) Iingxoxo nomntu wesithathu zinokuqhutywa kuphela ngemvume yabasebenzi/abasebenzi abafake isikhalazo kunye/okanye umsebenzi/abasebenzi esifakwe ngabo isikhalazo.
- g) Inkqubo yolamlo ayihambelani nomthetho. Oku kuthetha ukuba amaqela akayi kufunwa ukuba:
  - (i) anike ingxelo ebophelelayo yetyala kwelinye icala okanye kwiYunivesithi okanye kumlamli;
  - (ii) anike ubungqina obubhaliweyo ngesigqibo sabo okanye iimbono zabo okanye naziphi na izityholo ezivela kwisikhalazo;
  - (iii) Babize amangqina;
  - (iv) Kulindeleke ukuba baxhomekeke kwimigaqo yobungqina enokuthi ilandelwe kwiingxoxo zoluleko okanye kwiNkundla yomthetho.
- h) Amagcisa ezomthetho awavumelekanga kwinkqubo yolamlo nokuba kukweliphi na inqanaba, kubandakanywa nanjengabameli bawo nawaphi na amaqela okanye njengabakhi-mkhanyo.

## 2. Inyathelo lolamlo

- a) Ngalo naliphi na inqanaba lenkqubo yesikhalazo kwaye ukuba ulamlo luyinkqubo efanelekileyo amaqela anelungelo lokukhetha ukulamla. UMlawuli we-HR okanye umtyunjwa wakhe uya kuthatha isigqibo sokuba ngaba ulamlo yinkqubo efanelekileyo kwaye/okanye ulamlo lusenokungafaneleki kwimiba enxulumene nokuziphatha kakubi okanye ubundlobongela obusekelwe kwisini njl.njl. Inkqubo yolamlo yinkqubo ethe ngqo kwaye akukho mqeshwa unokunyanzelwa kwinkqubo yolamlo.
- b) Ukuze inkqubo yolamlo iqhube, omabini amaqela kufuneka avumelane ngokubhaliweyo ngale nkqubo.
- c) Nje ukuba kufikelelwe kwisivumelwano iCandelo le-HR liya kunika amagama abantu abanokuba ngabalamli.
- d) Omabini amaqela kufuneka avumelane negama elicetywayo, emva koko iCandelo le-HR liya kujongana namalungiselelo olawulo mbambano.
- e) Ukuba amaqela akakwazi ukuvumelana nomlamli, uMlawuli we-HR uya kunyula umlamli ofanelekileyo wenkqubo. Kwimeko yolamlo olubandakanya abasebenzi abavela kwiCandelo leMicimbi yaBasebenzi, uVayisi-Tshansela okanye umtyunjwa walo uya kunyula umlamli ofanelekileyo.
- f) Elona nani liphezulu leeseshoni ezivunyelweyo liya kulinganiselwa kwiiseshoni ezi-3. Kwimeko apho zifuneka ngakumbi iiseshoni, umlamli makangenise izizathu ezixhasayo kuMlawuli we-HR, enika izizathu zokongezelela (iiseshoni) ukuze umba usonjululwe. Ukuze kuqinisekiswa ngemfihlo kwinkqubo, ingxelo akufanele iquke imiba ebalulekileyo yale ngxoxo.
- g) Akukho bantu bongezelelweyo kubandakanywa kodwa kungaphelelanga kubameli abasuka kwiCandelo leHR, okanye abameli okanye amagosa asuka kuyo nayiphi na iManyano evunyiweyo yiYunivesithi iRhodes baya kuvunyelwa kwinkqubo yolamlo.
- h) Inkqubo yolamlo yinkqubo eyimfihlo kwaye iya kuhlala iphathwa ngolo hlobo.
- i) Iingxoxo kunye nothethathethwano oluqhubeka kuxolelwaniso alunakusetyenziswa emva kokuba ulamlo lugqityiwe, kungajongwanga nokuba kufikelelwe na kwisivumelwano okanye akunjalo. Ngenxa yesi sizathu, inkqubo yolamlo ayinakubhalwa lilo naliphi na iqela okanye umlamli.
- j) Ekupheleni kwenkqubo yolamlo, ukuba kubonakala ngathi amaqela ayavumelana, umlamli kufunekaancedise amaqela ekuqulunqeni isivumelwano esibophelelayo, esichaza zibhala phantsi imiqathango yesivumelwano. Esi sivumelwano kufuneka sinyanzelisewe, sicace kwaye singabi mbhaxa.

- k) Umlamli akanyanzelekanga ukuba avelise ingxelo yolamlo yeYunivesithi kwaye ngenxa yoko nayiphi na imicimbi eyimfihlo ihlala iyimfihlo kwaye ayixelwa kwiYunivesithi okanye kumagosa ayo.

### 3. Imisebenzi kunye noxanduva lomlamli

Usebenza ngokuzimeleyo nangokungakhethi cala kwaye ehlonipha imfihlo, umlamli uya:

- a) kumamela abasebenzi kwaye ajonge iindlela onokukhetha kuzo kunye/okanye izicwangciso zokusombulula iingxaki
- b) kumamela izikhalazo ezinxulumene ne**sicelo** ngeemeko zabo zokusebenza kunye/okanye ubudlelwane babo nabalingane babo;
- c) kuncedisa onke amaqela achaphazelekayo ukuba afikelele kwisisombululo esinobulungisa ngolamlo;
- d) kubamba iintlanganiso ezisecaleni ukuba oku kubonakala kufanelekile.
- e) kuqeqesha abasebenzi ukuze basombulule ngokuzimeleyo iingxaki kunye/okanye iingxabano
- f) kusebenza njengebhodi emamelekayo kubasebenzi abafuna ukuxoxa ngeemeko ezithile kwindawo eyimfihlo nengathathi cala; kwaye
- g) kuqinisekisa ukuba isivumelwano solungiso siyasayinwa esirekhoda imiqathango yolungiso.
- h) kungenisa ingxelo ebanzi echaza izizathu zokuba kutheni lo mba unganakusonjululwa ukuba ngaba amaqela ayasilela ukusombulula lo mba.

Inkqubo yolamlo esisibonelo seFlowu Dayagram

**Inqanaba loku-1**

Umlawuli we-HR okanye umtyunjwa wakhe uya kuthatha isigqibo sokuba ulamlo yinkqubo efanelekileyo na



**Inyathelo 2**

Ngexesha lentlanganiso yezikhalazo kwavunyelwana ngawo omabini amaqela ukuba ulamlo yinkqubo efanelekileyo.



**Inyathelo 3**

ICandelo leHR libonelela ngamagama abanokuba ngabalamli.



**Inyathelo lesi-4**

Amaqela ayavumelana ngokubhaliweyo ngegama lomlamli



**Inyathelo 5**

Emva kokuba kufunyenwe isivumelwano esibhaliweyo, iCandelo le-HR liya kujongana namalungiselelo alandelekayo, kubandakanywa nokuqinisekisa iintsuku zomlamlo kunye nomlamli namaqela abandakanyekayo.



**Inyathelo lesi-6**

Nje ukuba inkqubo yolamlo iqukunjelwe, amaqela aza kusayina isivumelwano esibhaliweyo kwaye ikopi yesivumelwano ithunyelwa kwiCandelo le-HR ukuze ifakwe.