

# *Annexure 2*

## *University of Limpopo: Student Employment Policy*





## INTERNAL MEMO

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**To:** Prof K. Masha: University Registrar  
**From:** Prof RN Madadzhe: Deputy Vice- Chancellor (Teaching and Learning)  
**Date:** 14 March 2021  
**Subject:** UNIVERSITY OF LIMPOPO STUDENT EMPLOYMENT POLICY

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Please attached find a new Policy titled 'University of Limpopo Student Employment Policy' for the attention of Council. The current 'Policy' is deemed inadequate as the context in which the University operates has changed a great deal when compared to the past period. The following divisions were involved in the preparation of the revised Policy as it impacts their operations in one way or another: Finance, Student Governance, Faculties, Human Resources, etc.

The old Student Employment Policy has also been attached for comparative purposes.

Yours Sincerely



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**Prof RN Madadzhe**  
**Deputy Vice-Chancellor (Teaching and Learning)**

## UNIVERSITY OF LIMPOPO STUDENT EMPLOYMENT POLICY

Policy Title	Student Employment Policy
Policy No	
Approved by	
Effective Date	1998
Amendment Date	2021
Custodian	Student Services
Operational Manager responsible for the implementation	Employing Divisions responsible for the appointment
Executive Manager Responsible	Dean of Students
Date approved	

### 1. INTRODUCTION

- 1.1. The University of Limpopo (UL), as part of achieving its goal of Finding Solutions for Africa, takes as important provision of opportunities for on-campus employment to its students. This helps immensely in providing university students with financial support in pursuit of their academic goals as well as affording them opportunities to acquire academic or administrative job experience. This is attained, among others, through the Student Employment Programme (SEP).
- 1.2. The University of Limpopo Policy on Student Employment (hereinafter 'Policy') is a framework that sets out comprehensively normative rules and principles for student employment at the University of Limpopo.
- 1.3. This Policy takes account of the implications of other related UL policies and procedures, the Constitution of the Republic of South Africa of 1996 and any legislation relating to employment conditions, equity, equal provisions of opportunities, and administrative justice.
- 1.4. Furthermore, the Policy applies to all students employed on an hourly basis at UL through the respective divisions responsible for the employment of students (Employing Division) who have completed their probation period in terms of the University of Limpopo Student

Employment Policy.

- 1.5. Each Employing Division may establish its additional procedures regarding student employment, provided that such additional procedures are not inconsistent with this Policy.

## 2. DEFINITION OF TERMS

- 2.1. **Employer:** Means the University of Limpopo designated in the Institutional Statute of the University of Limpopo published in accordance with section 33 (1) of the Higher Education Act, 1997 (Act No. 101 of 1997).
- 2.2. **Communications:** Include a) written texts and verbal utterances of a user in or during a meeting where the business of UL or related matters are discussed, b) the transfer of any information whether speech, data, text or images in any format through communication facilities, c) access to or use of the services available on the internet, including email, websites, file transfer, video conferencing, chat rooms and bulletin boards and any other platform used by the University.
- 2.3. **University:** Means the University of Limpopo, herein in short referred to as UL.
- 2.4. **Employee of the University of Limpopo:** Shall refer to anyone who is employed by the University, receives a salary from the University, and whose line-management protocols are also subject to terms and conditions of the University's employment arrangement. The term employee takes the meaning that has been assigned by the Higher Education Act 1997 (Act No. 101 of 1997), as amended, read with the Labour Relations Act of 1995 (as amended).
- 2.5. **Student Employment Committee (SEC):** The Committee in the Employing Division responsible for approval of positions requiring student employment, approval of the employment of students and monitoring of the SEP. Each Faculty/Division should have a SEC which deals with students' employment. The SEC should be made up of the

Executive of the Employing Division as chairperson, a representative from the Student Affairs Division, Director of the School/Section (in cases where the Director is the Executive, a senior of the employing section) where a student assistant will be employed and the relevant Student Representative Chairperson for the Division.

- 2.6. **Student Employment Officer (SEO):** This is the officer responsible for the management and administration of the SEP in the Employing Division. The SEO serves as secretary to the SEC and is responsible for compiling the Employing Division's student employment reports.
- 2.7. **Student Employee:** Any registered full-time student at the University of Limpopo employed under this Policy.
- 2.8. **Supervisor:** A staff member that is responsible for supervising the Student employee's performance, managing and administering the employment scope and claims.
- 2.9. **Employing Division:** A Division or School or Department in the University at which the student employee is based or is rendering services.

### 3. INTENT AND PURPOSE OF THE POLICY

- 3.1 The purpose of the Policy is to provide a legally permissible framework for the employment of students, in compliance with the policies and procedures of the University of Limpopo and relevant national legislation. The Policy is intended to address the following equally important objectives:
  - 3.1.1. To furnish valuable work experience for students through the performance of necessary jobs on campus, responsive to the student's class hours and schedule.
  - 3.1.2. To provide students with practical experience and training.

3.1.3. To provide the institution with assistance to enhance performance and articulation of its core business areas.

3.2. The basis for student employment is to help meet the needs of the University, provide university students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative job experience. Students may be employed in areas such as administration, tutoring, research, and counselling. The list is non-exhaustive.

#### **4. FUNDAMENTAL POLICY PRINCIPLES**

4.1 The University supports the principle of zero-tolerance against discrimination or gender-based misconduct, sexual assault, and interpersonal violence toward any member or guest of the University community. This policy conforms to such a principle.

4.2 No student shall be discriminated against on the basis of race, colour, religion, gender, age, disability, national origin, marital status, sexual orientation, or any other extraneous considerations not directly and substantially related to the effective performance of duties as student employees.

4.3. Student employment must be conducted in a transparent manner, and all eligible students must be given an equal and reasonable opportunity to seek student employment.

4.4. Though student employment provides much needed financial assistance, a student's financial needs should not override relative merit and qualifications when the Employing Division makes employment decision.

4.5. Any deviation from or exceptions to this policy shall be discussed and approved by the SEC and recorded in the report compiled by the SEO.

## **5. EMPLOYMENT ELIGIBILITY AND SCOPE OF APPLICATION**

- 5.1. University of Limpopo registered and self-funded students are eligible for student employment opportunities. A student must be enrolled in an accredited educational programme for degree purposes. Therefore, when considering employing a student, the SEO of the Employing Division must attach proof of registration to the application for submission to the SEC. Thus, in terms of this Policy, student employees do not include students classified as registered for non-degree purposes, and such students are thus not eligible for student employment unless this is done under special circumstances and with permission of the SEC. Any student approved for employment under non-degree student status should complete all courses indicated on the non-degree form in order to be considered for the following semester.
- 5.2. It is the Employing Division's responsibility to verify and confirm eligibility of student employees each academic term by checking the ITS in addition to the proof of registration provided.
- 5.3. Loss of student status through different means including academic exclusion, study interruption and graduation in accordance with the University General Rules may lead to automatic termination of the student employment. Exceptions may be granted to allow students to work one additional month or term, whichever is most appropriate, after graduation to complete projects and special assignments. In such cases, exception requests must be approved in advance by the SEC after application by the employing Division/School/Department. However, it must be taken into account that international students generally are not eligible for employment after graduation due to their visa status. The visa status and eligibility of the international student to work past graduation should be confirmed with the Office of Director: International Affairs.
- 5.4. Students receiving funding, including NSFAS recipients, are not eligible for employment in the programme. Any deviation from this rule shall be approved by the SEC.



- 5.5. Should a student employee receive any other funding while employed, such a student should notify the relevant SOE, and the matter should be referred to the SEC for a decision.

## **6. MAINTENANCE OF ACADEMIC PROGRESS**

The employment of students pursuant to SEP must under no circumstances be detrimental to the academic programme of the student. Students must declare all other work responsibilities and demonstrate that they are coping with their studies.

## **7. RECRUITMENT AND EMPLOYMENT PROCEDURE**

- 7.1. The Divisions, Schools or Departments must advertise the student employment opportunities on University notice boards, UL website, UL weekly newsletters and other platforms used by the University to afford all those who may qualify the opportunity to apply.
- 7.2. The advertisement for student employment must include a brief job description, appointment criteria or skills preferred and the conditions of employment, a number of hours per week, relevant remuneration rates, claim periods, payment procedures, documents required for submission and particulars of the office dealing with enquiries and applications.

## **8. CONDITIONS OF EMPLOYMENT**

- 8.1. A student employee serves only during the period for which he or she was employed. Employment during any period creates no expectancy of future employment or renewal of employment contract. Student employees may be appointed for either the academic year or portion of University vacation.
- 8.2. The student employee serves a probationary period of 30 days. The probationary period may be extended by the Employing Division for an

additional 30 days. However, a student employee is not guaranteed continued employment from one semester to the next. Furthermore, providing services to the University as a student employee does not create any legitimate expectation for future substantive employment by the University.

- 8.3. Probation period, as well as the employment, may be terminated at the discretion of the Employing Division for various reasons including, but not limited to, poor academic performance, financial and programme conditions. The student employee needs to be notified of an intention to terminate employment, and written reasons must be provided for such an intended termination of probation or employment. A notice period of two (2) weeks shall be given to the student employee. Other stakeholders such as the SEC and the SEO shall also be notified.
- 8.4. Students who want to resign from their positions should provide at least two (2) weeks' notice to their supervisor.
- 8.5. The employment of a student employee must be confirmed and signed-off by the SEC before the student takes up the employment duties. No employment expectations must be raised until a confirmation is obtained from the SEC. The University will not accept responsibility for the employment of ineligible students, nor for the employment commenced prior to confirmation.
- 8.6. Student employees must make themselves available for all the training planned by the Employing Division.
- 8.7. It is the responsibility of the Employing Division to inform the student at the time of the appointment of the applicable conditions of employment.

## **9. ASSIGNMENT AND SCHEDULING OF WORK**

- 9.1. To maintain a reasonable balance between the student's academic

work and Student Employment Programme responsibilities, all student employees must work for 20 hours a week or less during the academic term. During University vacations a maximum of 40 hours per week may be allowed.

- 9.2. All exceptions to the rule above should be approved by the SEC and signed by the Chairperson. Extra hours must be motivated by the Supervisor and submitted to the SEC for approval. No payment of extra hours worked will be made if there was no prior approval.
- 9.3. The above notwithstanding, cases for non-adherence to or failure to meet the requirement of prior approval may be condoned in special circumstances and on a case-by-case basis.
- 9.4. Student employee's work shifts and work assignments are determined by the Supervisor in consultation with the SEO and/or Chairperson of SEC. Prescribed arrangements must be in writing, for example, tutorial times - fixed period or negotiated period.

## **10. TRAINING AND STANDARDS OF PERFORMANCE**

All Employing Divisions are required to design a training programme for the student employees. The training must be provided on an ongoing basis. Training could commence after confirmation of employment, therefore entitling students to payment.

## **11. EVALUATION OF JOB PERFORMANCE**

- 11.1 Clear standards of performance must be determined at the commencement of duty. Employing Divisions are required to conduct periodic evaluations of their student employees' performance. The method of evaluation is determined by the Employing Division.
- 11.2 The criteria on which student employees are to be evaluated must be

available to student employees. Evaluation of job performance should be conducted by the employee's immediate Supervisor. Also, student employees must have an opportunity to comment on the evaluation of their job performance.

## **12. ATTENDANCE AND PUNCTUALITY**

- 12.1 It is the employee's responsibility to report to work on time for every scheduled shift. If the employee will be unable to work because of illness or an emergency or if he or she will be late for work, the student must notify his or her supervisor as soon as possible and before the shift begins.
- 12.2 Occasionally situations arise when a student employee must miss work for reasons other than sickness - the most common such reason is an academic clash. Student employees are expected to make every effort to plan academic, personal and work schedules that do not clash. Potential clashes should be discussed well in advance with Supervisors. Tardiness and failure to provide adequate prior notice of absence (as determined by the supervisor) are considered grounds for disciplinary action by the Employing Division.
- 12.3 Student employees may forfeit all financial assistance (except for compensable hours worked) if performance is not according to expectations. A report from the supervisor must accompany such a recommendation to the SEC.

## **13. TIMESHEET MANAGEMENT**

- 13.1. All Employing Divisions are required to keep a detailed timesheet documenting the hours worked by each student employee for audit purposes, using an appropriate employee timesheet management system. The timesheet must be an accurate account of the hours worked each week. The standard work week for the University begins

at 07:30 and ends at 16:00 from Monday to Friday.

- 13.2. The Supervisor must have personal knowledge of the hours worked by the student employee and certify the accuracy of the information on the timesheet. Deliberate falsification of a timesheet by any student employee is a ground for dismissal/disciplinary measures.

#### **14. RECORD KEEPING REQUIREMENTS**

Employing Divisions are advised to keep a record of student employees and to ensure that they have full documentary proof of the actual time student employees have spent on the actual time worked. Non-compliance will not be tolerated and may lead to non-payment of salaries to employee students. Given the amount of money allocated to the Employing Division, it is also necessary that complete records be kept for auditing purposes, and verification by the funding agencies.

#### **15. COMPENSATION**

- 15.1. Student payment or compensation could take different forms, including, for example, payment into a bank account, tuition fee waivering or boarding fee waivering. Should the Employing Division adopt tuition or boarding fee waivering, clear guidelines will have to be adopted. No cash advances will be allowed, and payments will be made strictly according to the predetermined dates and subject to the provisions regarding fees outstanding to the University.
- 15.2. Rates of hourly payment for student employees are determined by the student employee's level of qualification. The system provides for 4 levels (undergraduates, honours, master's and doctorate) into which hourly student employees jobs are classified by the Respective Employing Divisions.
- 15.3. The Student employees' remuneration rates shall be determined by the Finance Committee of the University.

## **16. CALCULATION OF RATES**

Rates must be calculated on an hourly basis and paid through the Student Financial Aid Office pay-system through the application of 75%/25% rule, and appointment of student employees and rates claims must be processed via Respective Employing Divisions.

## **17. HOMEWORK, READING, SMOKING AND ILLICIT DRUGS**

17.1. During work hours the student employee is required to perform his or her assigned duties. Homework, reading and other personal work are not permitted during working hours.

17.2. The University of Limpopo has a clear responsibility to students and employees. This involves providing the very best academic atmosphere for the students and a drug-free working environment for all employees. Any behaviour or element which may hinder the University efforts to carry out these responsibilities cannot be tolerated.

17.3. Student employees are not permitted to smoke when dealing with the public, including fellow students. Student employees should realise that drug-related convictions could lead to immediate termination of employment.

## **18. ATTIRE**

Student employees may interact with visitors to campus and the general public both in the performance of their job responsibilities and during their off-duty hours. Actions and appearance of our employees may influence other people's perception of the University. Student employees should dress smart-causal for their positions. Requirements for the relevant work attire are determined at the discretion of the Employing Division.

## **19. REST AND MEAL BREAKS**

Each Employing Division, at its discretion, may choose to allow paid rest breaks within the guidelines listed below:

- a) A rest break should not exceed fifteen minutes.
- b) To qualify for a rest break a student employee must have worked for a continuous period of four (4).
- c) Lunchbreak: An student employee who works a shift of more than four (4) hours that extends over the next meal break period must be allowed thirty minutes off within that period.

## **20. DISCIPLINE**

20.1. This section should be read together with University approved Student Disciplinary Action and Student Code of Conduct. In cases where disciplinary action is required because of unsatisfactory performance or attendance, or because of misconduct, the following procedures should be used:

- 20.1.1. Initial action should be in the form of an oral discussion and warning. Such action is encouraged before a formal written disciplinary notice is prepared. The notice should detail the extent of the problem, suggested courses of corrective action resolution, and any penalty of sanction to be imposed. At the time that the notice is prepared, the student employee is to be advised that he or she may request confidential counselling at the respective Employing Division responsible for appointments or the Student Counselling concerning the problem.
- 20.1.2. When deemed appropriate by the Employing Division, an employee may be suspended without pay; the suspension must be in writing. In no event should a suspended employee be permitted to return to work before an

investigation is made and consultation with the respective Employing Division. A notice of suspension shall be given to the student employee with reasons for the suspension.

- 20.1.3 For student employees who have completed the probationary period, Supervisors are strongly encouraged to use progressive discipline. Progressive disciplinary actions include oral warning, written warning, and dismissal. Dismissal, the final disciplinary step, ordinarily must be preceded by a discussion with the SEC. Major offences, however such as insubordination, assault, or theft - are grounds for immediate dismissal. Appeals shall be made following the procedure of Student Disciplinary Action.

## **21. STUDENT EMPLOYEE GRIEVANCE PROCEDURES**

- 21.1. Student employees and Employing Divisions are encouraged to discuss any work-related problems before commencing disciplinary action. If conflicts arise between student employees and their supervisor, supervisors shall make every effort to satisfactorily resolve the issue.
- 21.2. A student employee may formally lay a grievance against an alleged violation of Student Employment Policies by the Employing Division.

## **22. SEXUAL HARASSMENT**

- 22.1. Sexual harassment in the workplace is a violation of the University policy. University policies define sexual harassment as unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature. This section should be read together with all relevant University policies, including:
- (a) Student Disciplinary Action and Student Code of Conduct.
  - (b) The Harassment Policy and Procedure, which is the University's latest



main policy document dealing with sexual harassment. The Policy applies to all employees, students, visitors, job applicants, clients, suppliers, contractors or any other persons who have dealings with the University.

22.2. Any individual who has been the victim of an act of sexual harassment, sexual violence or intimidation is urged to make an official report. Such a report will be dealt with promptly and the necessary investigation initiated. Confidentiality will be maintained to the greatest extent possible within the constraints of the law. Furthermore, the respective Employing Division, the Student Counselling Office and the Student Affairs Department are available to assist all student employees with sexual harassment problems or questions.

22.3. The investigation referred to above is designed to provide a fair and reliable determination about whether the University's non-discrimination, sexual harassment, sexual assault, and/or Gender-Based Violence (GBV), and interpersonal violence policies have been violated. If so, the University will implement a prompt and effective remedy designed to end the offence, prevent its recurrence, and address its effects.

22.4. It is the responsibility of the Employing Division to protect student employees from sexual harassment, sexual assault, and/or GBV, and interpersonal violence. When one party has a professional relationship with the other, stands in a position of authority over the other, and could directly affect the terms or conditions of education or employment of the other, even a consensual romantic or sexual relationship may lead to sexual harassment or other breaches of professional obligations and ethics.

## **23. USE OF UNIVERSITY EQUIPMENT AND RESOURCES**

23.1. All University equipment and resources present at a worksite are for business use only and are not to be used for personal matters.

- 23.2. The University recognizes that there may be some occasions normally due to circumstances or an emergency where it is necessary for student employees to make private calls. Student employees should be aware, however, that the making of or receiving private telephone calls is a privilege and not an automatic right. The Employing Division is therefore not obliged to provide an allowance for private calls by student employees.
- 23.3. Other Employing Divisions' equipment, such as photocopiers, fax machines and e-mail are for University business only. Use of University equipment for private purposes may only be as per arrangement with the supervisors. Student employees are expected to comply with the University information technology policies and procedures such as Website Policy and others. Furthermore, the software shall be used only in accordance with University's license agreements
- 23.4. Photocopiers may only be used as per arrangement with the supervisors, and for the purpose of the execution of official duties.
- 23.5. University keys must never be taken off the University premises. Arrangements must be made with the supervisors to provide a central collection and deposit point for all university keys.
- 23.6. All proprietary or other information concerning the business and affairs of the University and its clients should remain private and confidential, and should not be repeated to others or used for personal gain.

## **24. FEES OWED TO THE UNIVERSITY**

The SEP is essentially a financial assistance programme aimed at making it possible for employees to meet their financial commitments towards their academic studies. Where fees are outstanding to the university, 75% of all work-

study financial support will be withheld and only 25% paid to the student.

## **25. DONOR INTERESTS**

Donors want to ensure that the money distributed from their accounts has been awarded according to the established criteria. This is a very specific programme, established under contract with the donor who expects formal accounting for monies disbursed. The donors are also interested in specific categories of students receiving support from their funds and may be interested to know why a specific student was selected to receive funds. It is therefore required that whenever student employees are paid from donor funds the Employing Division submits a report for such payment to the donor in line with a memorandum of understanding between UL and the donor.

## **26. DATABASE**

Accountability is based on three main sources, namely: Student Records; Programme Records; and Financial Records. This implies that all the administrative and academic units should be a party to the establishment and maintenance of the appropriate database. SEOs in the Employing Divisions shall be responsible for creating and regularly updating the database.

## **27. CONFIDENTIAL AND PERSONAL INFORMATION**

In the performance of their duties, student employees may deal with confidential information. Such information should not be discussed or made available to anyone until it has been approved for release by the proper authority or by the Supervisor. Certain records are strictly confidential and personal, and their unauthorised disclosure and/or communication may lead to disciplinary action and immediate termination of employment.

**END OF POLICY**

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