



University of Limpopo

Post Retirement Appointment Policy

1. Introduction

The University of Limpopo and indeed the higher education system in South Africa has found it increasingly difficult to retain and to replace skills and experience of staff who leave the employment of the University, especially for those who leave after many years of service. These include not only academic staff, but also scarce skills that are not easily replaceable.

The staff is generally highly skilled with many years of service, often leaving a void that is not easily filled upon retirement. It is especially true in the academic sector where retirees are regularly senior academic staff, contributing, or who can contribute, significantly to research and postgraduate output and providing vast experience and knowledge on the review and renewal of curricula as well as teaching and learning activities and practices. Such skills are not easily acquired and may take years to replace, if at all.

Historically such staff left the employment of the University and broke their involvement with the Institution and entered a new social and economic category. The contribution that this category can continue to make is widely recognised and it has become crucial that the University formalise a process to tap into and to manage the resource.

This policy will augment existing policy and practice at the University of Limpopo pertaining to retirement of staff.

2. Scope of Application

This policy applies to all staff members employed by the University who are at retirement age and wish to continue their employment with the University.

3. Purpose

The purpose of this policy is to:

- Retain the services of skilled staff past retirement especially in scarce skills areas.
- Create an environment that is conducive to the transfer of knowledge and skills.
- Establish the principles for a fair and consistent assessment of applications for extension beyond retirement.

4. Definitions

The normal retirement of an employee shall be the last day of the year in which the employee turns 65 years of age, as stipulated in the Human Resource Policy of the University of Limpopo.

All contracts of employment of staff who are members of the University retirement fund, shall unless otherwise determined, automatically terminate at the end of the year in which the staff member reaches the age of 65 years.

5. Extensions beyond Normal Retirement Age

The University recognises the need to retain certain highly skilled and productive staff beyond the normal age of retirement. The University may grant an extension beyond normal retirement to a staff member who has reached normal retirement age.

The extension beyond normal retirement shall not be automatic and shall depend on, but not exclusively to the following conditions:

5.1. Academic staff

- Where there is an identified need to transfer specific skills.
- In the result that the employee is in possession of a scarce skill or qualification where no individual can be appointed to the post.
- The appointment takes place to complete specific work projects.
- High ongoing productivity in teaching and learning, research and community engagement at a level above the norm.
- Contribution to building capacity within his/ her specialised area of operation

5.2. *Support staff*

- Possession of specialised or scarce skills and qualifications that is difficult to replace.
- Key level involvement in a major University project where continuity is crucial for success.
- Evidence of leadership within the operational unit or in the University.
- Contribution to building capacity within his/ her specialised area of operation

6. **Appointment and duration**

The appointment shall be on a contract basis. The duration shall be between one and three years, which is renewable depending on the needs of the University.

7. **Conditions of appointment**

7.1. *Appointment and remuneration*

These are employees who are appointed for a predetermined period of between one and three years. The following conditions of employment apply:

- The remuneration of a retired employee above the age of 65 years employed on a fixed term contract is normally based on the basic salary, provided such salary is commensurate with the requirements of the position.
- The benefits of the position (i.e. leave) will be aligned to those of the standard temporary contracts of the university as stated in the Human Resource Policy of the University.

7.2. *Medical Aid*

Employees who retire from the University shall be subject to the following medical aid conditions, as stipulated in the Human Resource Policy of the University:

Employees are entitled to remain members of a medical aid scheme after retirement subject to the following:

- They were appointed before 1 November 2006.
- They indicate that they wish to remain members of the medical aid scheme.
- They arrange to pay their monthly portion (40%) of the total contribution to the scheme.

The University does not subsidise the post-retirement medical benefit contribution for employees appointed after 1 November 2006.

7.3. *Annual Leave*

- All full time fixed term contract and temporary employees are entitled to 15 working days paid annual leave accruing at a rate of 1.25 working days per month.
- Fixed term contract and temporary employees who work less than full time working hours or less than the full calendar year are entitled to leave that is proportionate to their working hours and/or length of service in the calendar year.
- Leave days may not be accumulated by employees in post-retirement positions.

7.4. *Study and Examination Leave*

- Study leave and Examination Leave should be applied for and agreed to with the Line Manager concerned but must be in line with the current leave stipulations in place.

7.5. *Sabbatical Leave*

- Post – retirement employees will not qualify for sabbatical leave unless otherwise approved by Senate.

7.6. *Sick Leave*

- All full time fixed term contracts and temporary employees qualify for 22 working days sick leave with full pay per 3 year cycle. Employees on contracts of less than 3 years qualify for prorated sick leave.

8. Process of Appointment

In all instances the necessary authorisation to employ must be obtained prior to the commencement of the recruitment process.

- All line managers are accountable for identifying the employment needs of their sections/departments or schools, including the competencies and the qualifications required for the positions.
- The recommendation of the Executive Dean of the Faculty concerned is required for approval by the Vice-Chancellor for all academic and non-academic positions in the Faculties.
- For positions other than in the Faculties, the recommendation of the line manager must be obtained for approval by the Vice-Chancellor.

Termination of Appointment

- A fixed contract contemplated in this policy terminates on reaching the termination date specified on the contract.
- A notice period of 1 calendar month for non-academic employees and 3 calendar months for academic employees in respect of termination of service applies.
- The contract may also be terminated if the effective date of termination is the last day of an academic semester.

10. Effective Date

This policy shall take effect upon approval.