

AGREEMENT BETWEEN

THE UNIVERSITY OF CAPE TOWN AND THE UCT ACADEMICS' UNION

ON

REMUNERATION AND OTHER SUBSTANTIVE CONDITIONS OF EMPLOYMENT FOR 2011


B.W.

1. Period of Agreement

This Agreement will operate, unless otherwise stated, for the period 1 January 2011 to 31 December 2011.

2. Scope of Agreement

The agreement will apply to the bargaining unit as agreed in the 2010 Recognition Agreement entered into between the parties on 16 July 2010.

3. Change in Benchmark for Standard Academic Salary Packages for 2012

The parties agree that the current policy governing the level of RFJ amounts for academic salaries be terminated with effect from the date of endorsing the Agreement. The parties agree to commence negotiations on a new policy to govern salary negotiations for 2012 by the 15th February 2011, and will strive to have the policy finalised and agreed by no later than the 31st May 2011. In the event that this proves impossible, an interim arrangement governing the negotiations only for 2012 will be agreed by the 31st May 2011.

4. Increases in the Standard Academic Salary Packages for 2011

The Standard Academic Salary Package (SASP) for Academic staff for 2011 will increase by 9.65%, made up of 8.5% plus a further 1.15% catch-up. Increases per rank are as follows:

Rank	2011 SASP as a percentage of the 2010 RFJ	Percentile position for 2011	2011 SASP per annum
Lecturer	8.1%	74.1	403,124
Senior Lecturer	10.7%	73.9	494,716
Associate Professor	9.6%	74	566,102
Professor	10.2%	74	701,440

5. Leave

5.1. Annual Leave

The parties confirm that annual leave for academic staff is assumed to be in January, or mainly in January, but agree, that where it was impossible for leave to be taken during January, the staff member and his/her Head of Department will agree on another time during the year.

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If a request for leave is formally refused for operational reasons then the HOD must indicate when the staff member can take the leave.

5.2. Family Responsibility Leave

The parties agree to the implementation of the revised Family Responsibility Leave provisions, attached hereto as an addendum (Annexure 1), with effect from 1 January 2011.

6. Parking

Parking fees for 2011 will be adjusted taking into account the agreed salary movements. Management agree to explore the further improvement of the provision of parking.

7. Family Friendly Policies


The parties agree to assess the current policies available for staff, with a view to determining whether UCT's current policies that can be classified as family friendly could be further improved, and if so, how. This assessment must be completed by 31 May 2011.

8. Future Negotiations

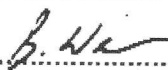
The parties agree to commence negotiations by 15 May 2011 with the aim to conclude the bargaining process in time for the agreed salary adjustment to be incorporated into the 2012 budget.

Dated at **RONDEBOSCH** this **21st** day of **DECEMBER 2010**.


UNIVERSITY OF CAPE TOWN


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D P VISSER
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UCT ACADEMICS' UNION


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B. WEISS
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Witnesses


M. M. TSHOMON

Witnesses


T. A. MONRO

Family Responsibility Leave Policy

Effective date: 1 January 2011
Last updated: 8 December 2010
Policy owner: EDHR
Enquiries: HR Advisors

Purpose

The purpose of this policy is two-fold:

- to provide paid leave for staff requiring time away from work on compassionate grounds; and
- to provide paid paternity leave for fathers at the birth or adoption of a newly born child.

Applicable to

To all staff employed by the university who are either permanent, on a contract, or employed for more than four days per week.

Related legislation

Family responsibility leave is provided for in section 27 of the Basic Conditions of Employment Act 75 of 1997.

Background

Family responsibility leave replaces the leave categories previously known as compassionate and paternity leave.

Policy principles

The principle of this policy is to bring the university's provision of family responsibility leave in line with the categories catered for under the Basic Conditions of Employment Act, while retaining some provisions provided for under the compassionate leave previously provided.

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B.V. [Signature] [Signature]

Policy definitions

"Immediate Family" means a spouse, life partner, parent, adoptive parent, grandparent, child, adoptive child, grandchild and sibling.

Family Responsibility Leave


1. It is acknowledged that similar emotional anguish to that of the death of a spouse or child may also result from the illness of a staff member's immediate family.
2. Family responsibility leave may be granted where a member of the staff member's immediate family is ill, and in need of medical attention from a registered medical practitioner, or upon the death of member of the immediate family.
3. A total of five (5) working days' family responsibility leave per annum may be granted to a staff member on compassionate grounds, for reasons related to:
 - (a) a child taking ill ;
 - (b) a spouse or life partner taking ill;
 - (c) the death of a member of staff member's immediate family.
4. Family responsibility leave provided for in item 3 (a) and (b) above shall be granted subject to the staff member providing upon his/her return to work proof in the form of a medical certificate, of the use of this leave for the purposes of looking after an ill member of the immediate family.
5. Family responsibility leave as provided for in item 3 above, can be taken from the total allocation of five (5) working days per annum referred to in item 3 above, as a block of consecutive days or in any other combination.
6. Heads of Departments and Line Managers must forward proof of the reasons for taking family responsibility leave to the Human Resources Department for purposes of data capturing.
7. If a staff member's need to look after a seriously ill member of his or her immediate family continues beyond the five days' family responsibility leave, he or she may apply to take annual leave or if necessary leave without pay. In the case of Professional Administrative and Support Services (PASS) staff, any leave taken in addition to the five days family responsibility leave will be deducted from the current annual leave credits or, in special circumstances approved by the Executive Director: Human Resources from leave due in the next cycle.

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8. Note that as a consequence of this change to leave policy, compassionate leave falls away.

Paternity Leave

1. A staff member who is a permanent member of staff or who has more than two years of continuous service on one or more temporary fixed term contracts, and is the father of a newly born child (or has adopted a newly born child) may be granted paternity leave on full pay for a maximum period of five working days, subject to the following conditions:
 - a) The staff member must notify his line manager of his intended paternity leave, at least two months before the expected birth or adoption;
 - b) If the staff member is not married to the mother of the child, he will be required to submit, in support of his application, a Registration of Birth Certificate in which he is recorded as the child's father, upon his return from leave. Until such time as the Birth Certificate is submitted, the leave will be recorded as annual leave;
 - c) In the case of a legal adoption, the staff member must submit documentary proof of the adoption, and a written motivation in support of his application for paternity leave, for consideration by the Executive Director: Human Resources. In general, paternity leave is only granted at the time of the adoption of a young baby;
 - d) Applications for paternity leave must be submitted via Heads of Department to the Human Resources Department;
 - e) Should the staff member request an additional five working days of leave, either as part of his annual vacation leave or as unpaid leave, his request must be granted.


B.V. *mt*
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