

<b>Employment Equity Policy</b>			
<b>Policy Group(s):</b>	<b>Employment of staff</b>		
<b>CPUT Statute and/or Regulation Reference No:</b>	To follow		
<b>Relevant Government Legislation and/or policy:</b>	Employment Equity Act Labour Relations Act Skills Development Act Basic Conditions of Employment Act		
<b>Policy Reference and Version No:</b>	To follow		
<b>Approval Date:</b>	30 March 2007		
<b>Commencement Date</b>	1 Jan 2008	<b>Review Date</b>	January 2010

<b>Key Words for Search Engine:</b>	<b>Employment Equity</b>
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<b>POLICY STATEMENT</b>	
<b>Intent:</b>	<ol style="list-style-type: none"> <li>1. CPUT's vision is to be at the heart of technology education and innovation in Africa.</li> <li>2. We recognise that employment equity is essential to the achievement of this vision. Diversity in the University's staff complement adds immense value to the educational experience of both a diverse student population and to the institution as a whole. To this end we are committed to the principles of redress and equity in employment.</li> <li>3. We believe that our staff is an immensely valuable asset and that we should be continually seeking ways to attract the best staff as well as to develop, retain, reward and support all our staff so that they individually and collectively attain national and international recognition for excellence in educational endeavour.</li> </ol>

<b>Scope:</b>	The appointment of staff within CPUT
<b>Objective(s):</b>	<ol style="list-style-type: none"> <li>1. Provide guidelines for the recruitment and selection of new employees in compliance with the requirements of labour and equity legislation.</li> <li>2. Establish a diverse workforce that meets the demographic profile established for CPUT.</li> </ol>
<b>Policy Provisions</b>	<ol style="list-style-type: none"> <li>1. The University's mission is to promote equal opportunity and the full development of human potential. The University therefore recognises that specific measures are required to achieve equity in the employment of designated groups, namely, Africans, Coloureds, Indians, women and persons with disabilities, and to appoint and promote persons from these sub-groups, in accordance with the University's employment equity plan. The measures should not be a barrier nor be used to exclude certain groups.</li> <li>2. The University undertakes where possible, to help prepare black people, women and persons with disabilities, to become equal competitors for every post on its establishment.</li> <li>3. The criteria for appointment are academic and professional excellence, and that the recommended candidate be suitably qualified for the appointment in question.</li> <li>4. All policies, related procedures and practices must be aligned with Employment Equity Legislation as well as this policy.</li> <li>5. Using the University's recruitment policy and procedures as a framework, reasonable efforts will be made to appoint suitable internal and external candidates from the designated groups to vacant positions. To make the University's recruitment strategy an effective tool for employment equity, the focus of the strategy will strive to be proactive and long term, rather than reactive and short-term.</li> </ol> <p>For purposes of succession planning, an attempt must be made to identify the potential of internal and external candidates from</p>

	<p>the designated groups, with the view to also providing appropriate education and skills development opportunities.</p> <p>6. In a transformed society, the staff profile of the University should broadly reflect appropriate South African demographics, whilst taking into account regional demographics.</p> <p>7. The University's Employment Equity plan must reflect appropriate numerical targets. These numerical targets will be derived from an in-depth analysis of both the constraints and opportunities for redress that will impact on the achievement of the University's employment equity objectives.</p> <p>8. The Vice-Chancellor is responsible for ensuring that an employment equity plan has been developed for the Institution and that all other imperatives of the Employment Equity Act are met.</p> <p>9. The responsibility for implementing this policy and achieving the goals of the employment equity plan must be clearly spelled out in the plan and be part of the Key Performance Areas of senior managers</p> <p>10. The Employment Equity plan and its progress (in terms of such plan) must be communicated to all employees and stakeholders.</p> <p>11. A consultative forum constituted in terms of the Act must be established and must fulfil all prescribed functions, including the holding of regular meetings.</p> <p>12. The University Council will approve the Employment Equity plan and will receive regular reports on its implementation</p>
<b>Supporting Procedures and Guidelines</b>	<p>Employment Equity Procedure</p> <p>Recruitment and Selection Procedure</p>
<b>Supporting/ related Documents</b>	<p>Employment Equity Plan</p> <p>Employment Equity Annual Report</p> <p>Request to Fill a Vacancy Form</p> <p>Recommendation to Appoint Form</p>

<b>ACCOUNTABILITY</b>	
<b>Implementation:</b>	Human Resources Department
<b>Compliance:</b>	Human Resources Department and Line Management
<b>Monitoring and Evaluation:</b>	Human Resources Department
<b>Development/Review:</b>	Human Resources Department
<b>Review and Recommendation:</b>	Human Resources Committee of Council
<b>Approval Authority:</b>	Council
<b>Interpretation and Advice:</b>	Human Resources Department

<b>WHO SHOULD KNOW THIS POLICY?</b>
Human Resources Department All staff

<b>EFFECTIVENESS OF THE POLICY</b>	
<b>Performance Indicator(s):</b>	Service Level Agreements Procedures Employment Equity Plan

<b>REVISION HISTORY</b>				
<b>Revision Ref No.</b>	<b>Approved/ Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Minutes Ref</b>