



Executive Director: Human Resources Acting

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UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

Dear Colleagues,

1 December 2022

IMPORTANT END-OF-YEAR INFORMATION FOR STAFF

We are approaching the end of what has been yet another challenging year, with staff looking forward to a much-deserved break. Human Resources (HR) would like to advise staff of important end-of-year arrangements that impact on, among others, salary payment in December 2022; exceeds and discretionary bonus payments and leave for the upcoming festive season.

The end-of-year period is one for staff to spend time with friends and families and to enjoy a break from the fast pace of the year. It is also a time for those celebrating the festive season to spend valuable time with their loved ones. The adoption of a human-centric approach in our employee value proposition requires us to establish approaches that support pleasant humanising experiences which embraces the ethos of being the employer of choice.

December salary payment

In keeping with these adopted values, the UCT executive has supported an early payment of December 2022 salaries. Therefore, salaries will be paid on Tuesday, 20 December 2022. This is one way through which we recognise that in some instances, staff have early financial commitments during the month of December, and these could be eased through early payment of salaries.

Development Dialogue: Exceeds and discretionary bonus payments

The HR department has successfully concluded the 2021/2022 Development Dialogue process for PASS staff in payclasses 1-12. Staff can expect feedback from line managers on their performance rating outcome before the end of the year.

Staff in payclass 13 will receive feedback after the University Remuneration Committee (RemCom) has noted and approved performance rating recommendations. The RemCom meeting is scheduled for 6 December 2022 and line managers will receive the outcomes as soon as possible after RemCom consideration.

Congratulations to all staff who have met their performance objectives and those who will be receiving exceeds awards or discretionary bonuses for 2021/22 performance cycle. The executive has further approved the request for early release of exceeds and discretionary awards payments. These will be paid out to staff on the 20 December 2022 pay run.

These payments are normally made after the conclusion of the salary negotiations. As exceeds and discretionary awards are based on the newly negotiated salary scales, the difference of the performance awards will therefore be paid out once the salary increases for the following year have been finalised. Staff members will need to be in-service on the 1 January 2023 to receive the early payment of the awards and will need to be in service at the conclusion of the 2023 substantive agreement to receive the difference of the award.

Festive periods leave arrangements

The executive has also considered and deliberated thoroughly on the university closure over the period between Christmas and New Year. After careful consideration, and bearing in mind the university's financial constraints, the executive confirms the period 27- 30 December 2022 will be a normal working period. Leave taken over this period will be subject to the normal annual leave provisions.

UCT's Work Environment

UCT remains committed to normalise our in-person and on-campus activities and 2023 will present new opportunities as we receive students and staff for the new academic year. Many staff have already returned to on-campus and in-person engagements. Staff will need to engage with their heads of department and by agreement with their line manager, may continue to work remotely in combination with in-person and on-campus activities. A reminder to staff that the interim policy on remote working allowance elapses on 31 December 2022.

Important HR deadlines

Line managers and staff are further reminded of the following important deadlines to submit HR forms over this period to ensure the smooth administration of these.

Payment Month	Deadline Date
December 2022	5 December 2022
January 2023	13 December 2022

We wish all staff well as we all prepare for the end-of-year and look forward to the new year.

Yours sincerely,

Mr Bongani Ndaba



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