

POLICY ON NON-STANDARD APPOINTMENTS

Reference number	3P_3.2
Accountable executive manager	Executive Director: People and Culture
Policy Owner	Executive Director: People and Culture
Responsible division	Executive Director: People and Culture
Status	Approved
Approved by	Council
Date of approval	19 November 2025
Review date	2028

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Preamble

Against the background of our vision to discover new frontiers and opportunities that benefit society, thereby advancing our relevance and impact, the Council of the North-West University (“NWU”, “university”) adopted this policy on 19 November 2025.

1 Interpretation and application

This policy must be interpreted and applied in a manner consistent with the –

- 1.1 Constitution of the Republic of South Africa, 1996;
- 1.2 Basic Conditions of Employment Act, 75 of 1997 (BCEA);
- 1.3 Labour Relations Act, 66 of 1997 (LRA);
- 1.4 Employment Equity Act, 55 of 1998;
- 1.5 Employment Services Act, 4 of 2014;
- 1.6 Immigration Act, 13 of 2002, and
- 1.7 Statute of the North-West University.

2 Definitions

In this policy –

“**fixed-term appointment**” refers to employees who provide services to the NWU for remuneration on a full-time or part-time basis for a fixed period of no more than twenty-four (24) months and no less than three (3) months;

“**full-time employment**” refers to an appointment of not less than forty (40) hours per week, remunerated at a fixed monthly amount for the duration of employment;

“**part-time employment**” refers to an appointment of less than forty (40) hours per week;

“**temporary employee**” refers to a person who performs services for the NWU in exchange for remuneration, either full-time or part-time, for a fixed period of more than twenty-four (24) hours per month but for no more than three (3) months in a calendar year, regardless of whether the temporary appointment is for a continuous period of three (3) months or not.

3 Policy statement

It is the policy of the NWU to regulate non-standard appointments in accordance with the provisions of the relevant legislation (specifically the BCEA, LRA and the Employment Equity Act) and the principles set out in paragraph 4.

4 Guiding principles

To fulfil the NWU’s vision, non-standard appointments at the University must be made in accordance with the following principles:

- 4.1.1 Clearly articulated operational requirements must exist before a temporary or fixed-term appointment is made, including project peak workloads, replacing an employee for a limited period, or providing teaching and learning or research assistance.

- 4.1.2 The University must be able to show that the nature of the work is of limited or definite duration, or that there is another justifiable reason for fixing the term of a contract.
- 4.1.3 A temporary or fixed-term appointment may not replace permanent employment.

5 Assignment of additional tasks for additional remuneration

- 5.1 Any employee of the NWU may be assigned additional tasks for a fixed period and for remuneration in addition to the remuneration provided for in the employee's primary contract of employment.
- 5.2 Where additional tasks are assigned to an employee, the following conditions must be met:
 - 5.2.1 approval of the allocation of the additional tasks must be obtained from the employee's line manager;
 - 5.2.2 the normal contractual tasks of the employee may not be temporarily entrusted to another employee;
 - 5.2.3 the additional remuneration must be consolidated with the remuneration provided for in the employee's primary contract of employment;
 - 5.2.4 the additional working hours must be consolidated with the time provided for in the employee's primary contract of employment;
 - 5.2.5 the time required for the performance of the primary and additional tasks must not exceed the total amount of time, including overtime, that is legally permissible;
 - 5.2.6 the additional tasks may not be performed during the working hours provided for in the employee's primary contract of employment; and
 - 5.2.7 the additional tasks must be compatible with the employee's contractual responsibilities in terms of the primary contract of employment.

Original details: (10225676) C:\Users\User\NWUNextcloud\Finale beleide vir web\Non-standard appointments\3P_3.2_Policy on Non-Standard Appointments.docm
20 November 2025

File reference: 3P_3.2