



**UNIVERSITY OF VENDA**

**POLICY ON PRIVATE WORK**

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### TITLE AND COPYRIGHT

Title Policy on Private Work  
Date 27 November 2009  
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## 1. DEFINITIONS AND APPLICATION

Members of staff who apply for permission to conduct private work outside their employment make submission to the Human Resources Committee for approval and Council for ratification. This policy therefore provides guidelines for handling requests by members of staff who wish to conduct private work. The institution reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

### 1.1 DEFINITIONS

- 1.1.1 "Private work" means any consultative remuneration advice, function, duty or power exercised by a staff member outside his/her employment.
- 1.1.2 "Serving in professional bodies" means serving in both public and private sector with or without paid honorarium.

The following are some of professional activities which may be undertaken with the approval of the Vice Chancellor and Principal.

- 1.1.2.1 Undertaking research when commissioned.
- 1.1.2.2 Giving expert advice.
- 1.1.2.3 Limited participation in professional practice related to the member's specific expertise.
- 1.1.2.4 Serving as a director of a company or as a board member in both public and private institutions and NGO's.
- 1.1.2.5 Serving as an external examiner.
- 1.1.2.6 Serving on commission of inquiry and advice at the behest of Government and other public bodies.
- 1.1.2.7 Acting as an editor of Scientific Journals.
- 1.1.2.8 Appointment as a facilitator of a radio program, seminar, workshops and conferences
- 1.1.2.9 Serving as an external examiner for a recognized educational institutions and examination bodies.
- 1.1.2.10 Occasional participation in radio and TV programmes on subject related to a member's field of study.
- 1.1.2.11 Rendering advisory and professional services to members of the public and communities.
- 1.1.2.12 Serving in professional bodies in both public and private sector with or without honorarium.

## **1.2 APPLICATION**

This policy applies to all members of staff appointed on permanent and fixed term contract.

## **2 PURPOSE**

The purpose of this policy is to provide the guidelines within which private work could be undertaken by members of staff outside their employment to ensure engagement in private work by members of staff..

## **3 POLICY STATEMENT**

The University is committed to ensuring that engagement in private work by members of staff outside their employment does not interfere with their official obligations at the University.

## **4. POLICY GUIDELINES**

- 4.1 With the recommendation of the Dean/Director and the relevant DVC or VC a staff member may, after approval by the Human Resource Committee, undertake private work as long as it is not in conflict with the University's interests and his or her official obligations to the University.
- 4.2 All applications for performance of private work must be approved by the Human Resources Committee prior to performance of such private work.
- 4.3 The application to conduct private work must state the nature, the extent in which the applicant will be involved in the project as well as the financial and other benefits which will be derived from the business venture or project.
- 4.4 Private work must be conducted after hours, during weekends and public holidays. A staff member who wishes to conduct private work during working hours may apply for vacation leave.

## **5. CONDITIONS UNDER WHICH PERMISSION FOR PRIVATE WORK MAY BE ALLOWED**

- 5.1 No member of staff shall be allowed to conduct private work on the University premises, or use any University equipment or facility for private purposes.
- 5.2 Permission for private work is valid for one year only. Applications for permission must therefore be renewed annually. The Human Resources

Committee may however at its discretion grant permission for a period in excess of one year.

- 5.3 If private work is undertaken at the request of an institution (for example, another University, such a written request must be submitted with the application).
- 5.4 Members of staff who are appointed to serve in professional bodies, board/commissions or seminar at the request of such institutions will be granted special leave to attend to such meetings.
- 5.5 There is no maximum limit for the payment of private work. However, staff members must declare in case the private work is for the same project for which a research grant has been awarded.

## **6. RELATED POLICIES AND DOCUMENTATIONS**

- 6.1 Recruitment and Selection Policy
- 6.2 Employment Equity Policy
- 6.3 Termination of Employment Policy
- 6.4 Policy on Delegation of Authority



## **7. REGULATORY FRAMEWORK**

- 7.1 The Employment Equity Act
- 7.2 The Labour Relations Act

## **8. REVIEW DATE**

The policy will be reviewed after three years or as and when the need arises.

**9. RECORD OF CHANGES**

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
27 November 2009	Mr T J Manenzhe	27 November 2012
 <p>Date stamp and signature by the Secretary of Council</p> 		

**10. LIST OF ABBREVIATIONS AND ACRONYMS**

- HR.....Human Resources
- WWW.....World Wide Web
- UNIVEN.....University of Venda



01 December 2009

\_\_\_\_\_  
Vice Chancellor & Principal

\_\_\_\_\_  
Date

