



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

# DEPARTMENT OF HIGHER EDUCATION AND TRAINING

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6/08/2015 HEMIS Institute 1



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# STAFF DEFINITIONS

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## STAFF DEFINITIONS

### STAFF MEMBER

- A staff member is a person who is either:
  - (a) compensated by the [institution](#) by pay or other means for services rendered, or
  - (b) while not being paid or compensated by the institution, performs services which relate to the institution's normal activities and those activities which would otherwise have been performed by staff receiving compensation from the institution.

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## STAFF DEFINITIONS

- Staff members include:
  - (a) Persons who have been on the payroll of the institution at some time within the collection year and including any such people who:
    - are permanent employees
    - are temporary employees (and including students who had temporary employment)
    - were on sick leave, long leave, sabbatical leave, maternity leave, study leave or military leave

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## STAFF DEFINITIONS

were on secondment to an external organisation, but the secondment is funded by the institution

- (b) Persons who while not being on the payroll have provided services which relate to the conduct of the institution's normal activities and which services would otherwise be performed by persons on the payroll, including the following types of persons:

persons compensated by the institution through means other than pay, or

persons who have donated such services, or

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## STAFF DEFINITIONS

persons who are paid in full by an external organisation (e.g. an accountant who works as a seconded lecturer), or

persons whose major time appointment is with an external organisation with which the institution has a partnership agreement (e.g. medical specialists who assist with the clinical training of medical students).

People working for [external organisations](#) which are being paid by the institution to provide "contracted" or hired services (e.g. for cleaning, grounds maintenance, building and plant maintenance, catering, security) are NOT to be counted as staff members.

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## STAFF DEFINITIONS

### JOINT APPOINTMENT

- A joint appointment is one that involves a person being a [staff member](#) of the [institution](#) and at the same time being a staff member of another entity which is not controlled by the institution. These appointments are normally implemented through terms of a partnership agreement between the institution and the other entity. Examples of such other entities are hospitals and other higher education institutions.

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## STAFF DEFINITIONS

### PERMANENT/TEMPORARY EMPLOYMENT STATUS

- A person is a permanent staff member if he/she contributes to an approved retirement fund of the institution.
- All other persons are to be classified as having temporary employment status
- *How are senior managers on a 5 year renewable contract reported if not on the institution's pension fund.*

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## STAFF DEFINITIONS

### • PERSONNEL CATEGORY

- The personnel category indicates the type of duties to be undertaken in a position which a [staff member](#) currently occupies in the [institution](#), and the qualifications and experience normally required by the incumbent of that position. The duties, qualifications and experience referred to relate to those of the [position](#), not to the duties, qualifications and experience of the staff member who is actually occupying the position.
- The personnel categories are
- **Instruction/research professional:** A position in which (a) at least 50% of time is spent on instruction and/or research activities, and (b) the position requires a higher education qualification equivalent to at least 4 years of higher education study.

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## STAFF DEFINITIONS

### PERSONNEL CATEGORY

- **Executive/administrative/managerial professional:** A position in which (a) the primary function is the management of the institution or one of its major divisions or sections, and (b) the position requires an educational attainment equivalent to at least 4 years of higher education study.
- **Specialist/support professional:** A position in which (a) there are no major managerial responsibilities and (b) the primary function is the provision of academic or institutional or student support services, and (c) the position requires an educational attainment equivalent to at least 4 years of higher education study.

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### PERSONNEL CATEGORY

- **Technical:** A position in which (a) the primary function is undertaking technical duties (mainly in laboratories), and (b) the position requires a qualification equivalent to three years of higher education study (e.g. a 3-year diploma from a technikon or a 3-year bachelors degree).
- **Nonprofessional administration:** A position in which (a) the primary function is clerical, secretarial or administrative duties, and (b) an educational attainment equivalent to 4 years of higher education study is NOT required.
- **Crafts/trades:** A position in which the primary function is manually skilled activities in a craft or trade.
- **Service:** A position in which the primary function is unskilled activities.

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## STAFF DEFINITIONS

### FULL-TIME EQUIVALENT STAFF MEMBER

- A full-time equivalent (FTE) staff member is equivalent to a [staff member](#) who works at the [institution](#) for a full year on a [full-time basis](#).
- If a staff member undertakes work on a number of [programmes](#), the FTE value reported in respect of each programme would be less than 1,0. However, for a staff member who works for a full year on a full-time basis, the FTE values aggregated across all the programmes worked on would normally be 1,0.
- The FTE value reported for a staff member aggregated across all the programmes worked on will be less than 1,0 in the following circumstances:
  - (a) The staff member had a [part-time employment status](#). In such circumstances, the FTE value will be an appropriate proportion of 1,0.

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## STAFF DEFINITIONS

### FULL-TIME EQUIVALENT STAFF MEMBER

(b) The staff member had a [full-time employment status](#) for less than the full collection year (e.g. he/she commenced after the start of the collection year or left before the end of the collection year).

(c) The staff member took unpaid leave for part of the collection year.

(d) The staff member was absent for part of the collection year on a secondment to an [external organisation](#) (as defined in this glossary) which was funded by the external organisation. (If the secondment was funded by the institution, then the FTE value relating to the secondment is to be counted is if the person was working in the institution or related entity.)

## STAFF DEFINITIONS

### FULL-TIME EQUIVALENT STAFF MEMBER

(e) The staff member had a joint appointment. In this case, the FTE value to be reported by the institution is only that part which relates to the work undertaken for the institution.

- The following types of absences are NOT to be taken as reducing the FTE value for a staff member: sick leave, long leave, sabbatical leave, maternity leave, study leave, military leave, and secondments funded by the institution. Irrespective of the length of such absences, the FTE value for a staff member who is employed for a full year on a full-time basis would be equal to 1.0.
- The calculation of an FTE value is NOT to have regard for the amount of "overtime" incurred or teaching load.
- If a staff member has a number of separate contractual appointments within the institution, it may be possible for the FTE aggregated across those appointments to exceed 1.0, but this would be an exceptional event.

