



PLEASE READ THIS FIRST

SECTION A: EMPLOYER DETAILS & INSTRUCTIONS

PURPOSE OF THIS FORM

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998, as amended.

This form contains the format for employment equity reporting by designated employers to the Department of Labour.

WHO COMPLETES THIS FORM?

All designated employers. Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

Designated employers must submit their report annually on the first working day of October or by 15 January of the following year in the case of electronic reporting.

Employers who become designated on or after the first working day of April but before the first working day of October must only submit their first report on the first working day of October of the following year.

SEND TO:

Employment Equity Registry
The Department of Labour
Private Bag X117
Pretoria 0001

Online Reporting:
www.labour.gov.za
Helpline: 0860101018

NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED

Trade name	UNIVERSITY OF THE FREE STATE
DTI registration name	UNIVERSITY OF THE FREE STATE
DTI registration number	
PAYE/SARS number	7120710266
UIF reference number	1368922
EE reference number	1690
Seta classification	EDUCATION, TRAINING AND DEVELOPMENT PRACTICES
Industry/Sector	COMMUNITY, SOCIAL AND PERSONAL SERVICES
Telephone number	0514013533
Postal address	P O BOX 339 BLOEMFONTEIN FREE STATE BLOEMFONTEIN
City/Town	BLOEMFONTEIN
Postal code	9300
Province	FREE STATE
Physical address	205 NELSON MANDELA DRIVE BLOEMFONTEIN FREE STATE EAST END
City/Town	BLOEMFONTEIN
Postal code	9300
Province	FREE STATE
Details of CEO/ Accounting Officer at the time of submitting this report	
Name and surname	Prof Jonathan David Jansen
Telephone number	0514017000
Fax number	0514013669
Email address	rector@ufs.ac.za
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and surname	Dr Kelebogile Choice Makhetha
Telephone number	0514013002
Fax number	0514012283
Email address	makhethk@ufs.ac.za
Information about the organization at the time of submitting this report	
Business type	Educational Institution
Number of employees in the organization	150 or more
Is your organization an organ of State?	No
Is your organisation part of a group / holding company? If yes, please provide the name.	No
Year for which this report is submitted	2014

Please indicate below the preceding twelve month period the report covers (except for first time reporting where the period may be shorter):

From (date): 01/08/2013

To (date): 31/07/2014

Please indicate below the duration of your current employment equity plan:

From (date): 01/10/2013

To (date): 30/09/2016

PLEASE READ THIS FIRST

- a. The report should cover a twelve month period, except for first time reporting where this may not be possible and the months covered should be consistent from year to year for the duration of the plan.
- b. Employers must complete the EEA2 and the EEA4 forms and submit them together to the Department of Labour. Reports submitted by employers to the Department may only be hand delivered, posted or submitted online by the first working day of October or by 15 January of the following year only in the case of electronic reporting.
- c. An employer who becomes designated on or after the first working day of April, but before the first working day of October, must only submit its first report on the first working day of October in the following year.
- d. "Designated groups" mean Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are citizens of the Republic of South Africa by birth or descent; or became citizens of the Republic of South Africa by naturalization (i) before 27 April 1994 or (ii) after 26 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date but who were precluded by apartheid policies.
- e. The alphabets "A", "C", "I", "W", "M" and "F" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians", "Whites", "Males" and "Females" respectively.
- f. "Temporary employees" are those employees employed for less than three months.
- g. Guidelines on occupational levels are provided in the EEA9 Annexure of these regulations.
- h. Numerical goals must include the entire workforce profile, and not the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve at the end employment equity plan (EE Plan).
- i. Numerical targets must include the entire workforce profile, and not the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve by the next reporting period.
- j. All areas of the form must be fully and accurately completed and submitted by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- k. Employers must not leave blank spaces, use 'not applicable' (NA) or a 'dash' (-) when referring to the value "0" (Zero) or the word "No".

SECTION B: WORKFORCE PROFILE

1. WORKFORCE PROFILE

1.1 Please report the total number of employees (including employees with disabilities) in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	2	0	1	1	0	0	2	0	0	6
Senior management	2	2	2	11	0	0	0	3	0	0	20
Professionally qualified and experienced specialists and mid-management	16	2	0	184	6	0	1	115	20	6	350
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	94	22	1	234	89	27	7	469	23	11	977
Semi-skilled and discretionary decision making	193	28	0	146	212	88	5	458	24	23	1177
Unskilled and defined decision making	144	14	0	6	127	11	0	3	0	0	305
TOTAL PERMANENT	449	70	3	582	435	126	13	1050	67	40	2835
Temporary employees	149	19	11	382	171	27	0	437	144	72	1412
GRAND TOTAL	598	89	14	964	606	153	13	1487	211	112	4247

1.2 Please report the total number of employees with disabilities only in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	0	0	5	0	0	0	1	0	0	7
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	3	1	0	0	4	0	0	8
Semi-skilled and discretionary decision making	3	0	0	2	1	0	0	6	0	0	12
Unskilled and defined decision making	0	0	0	1	2	0	0	1	0	0	4
TOTAL PERMANENT	4	0	0	11	4	0	0	12	0	0	31
Temporary employees	0	0	0	1	0	0	0	0	0	0	1
GRAND TOTAL	4	0	0	12	4	0	0	12	0	0	32

SECTION C: WORKFORCE MOVEMENT

2. Recruitment

2.1 Please report the total number of new recruits, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	7	0	0	0	2	6	0	15
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	14	2	0	21	8	3	2	35	7	2	94
Semi-skilled and discretionary decision making	45	8	0	34	52	17	3	78	14	15	266
Unskilled and defined decision making	14	0	0	0	8	0	0	1	0	0	23
TOTAL PERMANENT	73	10	0	62	68	20	5	116	27	17	398
Temporary employees	81	13	5	147	132	13	0	285	52	41	769
GRAND TOTAL	154	23	5	209	200	33	5	401	79	58	1167

3. Promotion

3.1 Please report the total number of promotions into each occupational level, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	0	0	8	0	0	0	5	3	0	17
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	1	0	7	3	2	0	19	1	0	34
Semi-skilled and discretionary decision making	10	5	0	22	8	6	0	17	0	0	68
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	12	6	0	37	11	8	0	41	4	0	119
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	12	6	0	37	11	8	0	41	4	0	119

4. Termination

4.1 Please report the total number of terminations in each occupational level, including people with disabilities.
Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	1	0	0	1	0	0	0	1	0	0	3
Professionally qualified and experienced specialists and mid-management	5	1	0	37	0	0	0	10	3	0	56
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	14	4	1	42	17	4	0	81	4	1	168
Semi-skilled and discretionary decision making	27	4	0	16	34	7	1	54	1	1	145
Unskilled and defined decision making	19	1	0	0	17	1	0	0	0	0	38
TOTAL PERMANENT	66	10	1	96	68	12	1	146	8	2	410
Temporary employees	57	15	0	113	103	14	0	134	26	25	487
GRAND TOTAL	123	25	1	209	171	26	1	280	34	27	897

SECTION D: SKILLS DEVELOPMENT

5. Skills Development

5.1 Please report the total number of people including people with disabilities, who received training ONLY for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management	0	0	0	0	0	0	0	0	0
Senior management	3	0	1	0	1	0	0	0	5
Professionally qualified and experienced specialists and mid-management	3	1	2	0	6	2	4	0	18
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	4	1	0	0	5	2	1	0	13
Semi-skilled and discretionary decision making	3	0	0	0	8	0	0	0	11
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	13	2	3	0	20	4	5	0	47
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	13	2	3	0	20	4	5	0	47

SECTION E: NUMERICAL GOALS & TARGETS

6. Numerical Goals

6.1 Please indicate the numerical goals as contained in the EE Plan (i.e. the entire workforce profile including people with disabilities) you project to achieve at the end of your current Employment Equity Plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	2	0	1	1	0	0	2	0	0	6
Senior management	2	2	2	10	1	1	0	2	0	0	20
Professionally qualified and experienced specialists and mid-management	31	2	0	162	16	0	1	112	20	6	350
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	108	22	1	225	104	27	7	449	23	11	977
Semi-skilled and discretionary decision making	204	28	0	141	223	88	5	441	24	23	1177
Unskilled and defined decision making	144	14	0	6	127	11	0	3	0	0	305
TOTAL PERMANENT	489	70	3	545	472	127	13	1009	67	40	2835
Temporary employees	149	19	11	382	171	27	0	437	144	72	1412
GRAND TOTAL	638	89	14	927	643	154	13	1446	211	112	4247

7. Numerical Targets

7.1 Please indicate the numerical targets as contained in the EE Plan (i.e. the workforce profile including people with disabilities) you project to achieve at the end of the next reporting cycle, in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	2	0	1	1	0	0	2	0	0	6
Senior management	2	2	2	11	0	0	0	3	0	0	20
Professionally qualified and experienced specialists and mid-management	23	2	0	172	13	0	1	113	20	6	350
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	101	22	1	227	96	27	7	462	23	11	977
Semi-skilled and discretionary decision making	197	28	0	139	217	88	5	456	24	23	1177
Unskilled and defined decision making	144	14	0	6	127	11	0	3	0	0	305
TOTAL PERMANENT	467	70	3	556	454	126	13	1039	67	40	2835
Temporary employees	149	19	11	382	171	27	0	437	144	72	1412
GRAND TOTAL	616	89	14	938	625	153	13	1476	211	112	4247

SECTION F: MONITORING & EVALUATION

8. Consultation

8.1 Please indicate below the stakeholders that were involved in the consultation process when developing and implementing your Employment Equity Plan and the preparation of this Employment Equity Report.

	Yes	No
Consultative body or employment equity forum	Yes	
Registered trade union (s)	Yes	
Employees		No

9. Barriers and affirmative action measures

9.1 Please indicate which categories of employment policy or practice barriers to employment equity were identified. If your answer is 'Yes' to barriers in any of the categories, please indicate whether or not there are affirmative action measures developed and the time-frames to overcome them.

Categories	Barriers	Affirmative Action Measures	Timeframe for Implementation of AA Measures	
			Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)
Recruitment Procedures	No	No		
Advertising Positions	Yes	Yes	01/09/2014	30/09/2015
Selection criteria	Yes	Yes	01/09/2014	30/09/2015
Appointments	Yes	Yes	01/09/2014	30/09/2015
Job classification and grading	No	No		
Remuneration and benefits	No	No		
Terms and conditions of employment	No	No		
Job assignments	No	No		
Work environment and facilities	Yes	Yes	01/09/2014	30/09/2016
training and development	No	No		
Performance and evaluation systems	No	No		
Promotions	No	No		
transfers	No	No		
Succession and experience planning	Yes	Yes	01/09/2014	30/09/2016
Disciplinary measures	No	No		
Dismissals	No	No		
Retention of designated groups	No	No		
Corporate culture	No	No		
Reasonable accommodation	Yes	Yes	01/09/2014	30/09/2016
HIV and AIDS education and prevention programmes	No	No		
Appointed senior manager(s) to manage EE implementation	No	No		
Budget allocation in support of employment equity goals	No	No		
Time off for employment equity consultative committee to meet	No	No		

10. Monitoring and evaluation of implementation:

10.1 How regularly do you monitor progress on the implementation of the Employment Equity Plan? Please choose one.

Monthly	Quarterly
	Quarterly

10.2 Did you achieve the annual objectives as set out in your Employment Equity Plan for this period?

Yes	No	Please explain
	No	Retirements were used as objectives. The targets set for the professionally qualified and experienced specialists and mid-management level were not reached. All the senior academics of the UFS are included in this level and it is also the level with the most scarce skills. Salaries and the language policy also play a role in recruiting black staff members at the lower levels. However, most targets at the lower levels were reached. The 2% target set for persons with disabilities has unfortunately not yet been met.

Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
I Prof Jonathan David Jansen (full Name) CEO/Accounting Officer of UNIVERSITY OF THE FREE STATE hereby declare that I have read, approved and authorized this report. Signed on this 4 th day of September (month) year 2014 At (place) : Bloemrfontein Chief Executive Officer/Accounting Officer