

PLEASE READ THIS FIRST

SECTION A: EMPLOYER DETAILS

PURPOSE OF THIS FORM

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

This form contains the format for employment equity reporting by employers to the Department of Labour. Both small employers (i.e. employers employing fewer than 150 employees) and large employers (i.e. employers employing 150 or more employees) are required to use this form. Those employers who are not designated, but wish to voluntarily comply, must also use this reporting form.

Although all sections of this form apply to large employers, only certain sections of this form should be completed by small employers. Employers who report for the first time are not required to complete the progress report section of this form.

WHO SHOULD COMPLETE THIS FORM?

All designated employers that have to submit a report in terms of the Employment Equity Act, 55 of 1998. Employers who wish to voluntarily comply with the reporting requirements of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

- Large employers must submit their first report within six months of being designated, and thereafter annually on the first working day of October; and
- Small employers must submit their first report within twelve months of being designated, and thereafter on the first working day of October of every year that ends with an even number.

ESSENTIAL REQUIREMENTS

Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. All relevant areas of the form must be fully and accurately completed by employers. **Designated employers who fail to observe this provision will be deemed not to have reported.** Guidance to overcome difficulties on how to complete the form properly must be obtained from the Department prior to completing and submitting the report.

SEND TO:

Employment Equity Registry
The Department of Labour
Private Bag X117
Pretoria 0001
Telephone: 012 3094000
Facsimile: 012 3094737 / 3094188
e-mail: ee@labour.gov.za

Trade name	University of the Free State
DTI registration name	
DTI registration number	
PAYE/SARS number	7120710266
UIF reference number	136892/2
EE reference number	
Industry/Sector	Tertiary Education
Seta classification	Public Higher Education Institution (ETDP)
Telephone number	051 4019111
Fax number	
Email address	
Postal address	P O Box 339
	Bloemfontein
Postal code	9300
City/Town	Bloemfontein
Province	Free State
Physical address	205 Nelson Mandela Drive
	Bloemfontein
Postal code	9300
City/Town	Bloemfontein
Province	Free State

Details of CEO at the time of submitting this report

Name and surname	Prof T Verschoor
Telephone number	051 4012116
Fax number	051 4013752
Email address	Verscht.rd@ufs.ac.za

Details of Senior Manager for Employment Equity at the time of submitting this report

Name and Surname	Prof DA Viljoen
Telephone number	051 4013735
Fax number	051 4013738
Email address	Viljoenn.rd@ufs.ac.za

Business type

<input type="checkbox"/> Private Sector	<input type="checkbox"/> Parastatal
<input type="checkbox"/> National Government	<input type="checkbox"/> Provincial Government
<input type="checkbox"/> Local Government	<input checked="" type="checkbox"/> Educational Institution
<input type="checkbox"/> Non-profit Organization	

Information about the organization at the time of submitting this report

Number of employees in the organization	<input type="checkbox"/> 0 to 49 <input type="checkbox"/> 50 to 149 <input checked="" type="checkbox"/> 150 or more
In terms of Section 14 of the Act, are you voluntary complying?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is your organization an organ of State?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of submitting this report	September 2008

Please indicate the preceding twelve-month period (in the case of large employers) or twenty-four month period (in the case of small employers) covered by this report, except for first time reporting where this may not be possible:

From (date): 1 August 2007 To (date): 31 July 2008

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

From (date): 1 October 2007 To (date): 30 Sept 2010 (rolling plan)

Please read this first

- a. The preceding twelve-month period (in the case of large employers) or twenty-four month period (in the case of small employers) covered by employment equity employer reports must be the same for every reporting period.
- b. A summary providing guidelines on occupational categories and levels is provided in annexure 3 and annexure 4 of the regulations. Employers must complete the EEA2 form and the EEA4 form in accordance with Annexure 3 and Annexure 4.
- c. Non-permanent workers refer to those workers who are employed to work for less than 24 hours per month, or those workers engaged to work for not more than 3 continuous months.
- d. In Section B, the subtotals in terms of race and gender in the row dealing with **total permanent** employees in the table on occupational categories for **all employees**, which includes people with disabilities, must be exactly the same as the subtotals in the table on occupational levels for **all employees**. The same must apply to the subtotals in the **grand total** rows for occupational categories and levels as well.
- e. In Section B, the subtotals in terms of race and gender in the row dealing with **total permanent** employees in the table on occupational categories for **people with disabilities** must be exactly the same as the subtotals in the table on occupational levels for **people with disabilities**. The same must apply to the subtotals in the **grand total** rows for occupational categories and levels as well.
- f. Employers, from the second cycle of reporting onwards, must complete Section G that deals with progress reports.
- g. Employers must complete Section H that deals with **numerical goals** and **numerical targets**. **Numerical goals** are the workforce profile the employer is striving to achieve in the workplace at the end of the duration of the employer's current employment equity plan. The numerical goals of the employer must be the same for the entire duration of the employment equity plan. **Numerical targets** are the workforce profile the employer is striving to achieve at the end of the period following the period covered by the current report of the employer.
- h. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Areas that only apply to small employers shall be made available by the Department in a separate form as well. All relevant areas of the form must be fully and accurately completed by employers.
- i. The alphabets "A", "C", "I" and "W" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians" and "Whites" respectively.
- j. **"Designated groups"** means Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are natural persons and are citizens of the Republic of South Africa by birth or descent; or are citizens of the Republic of South Africa by naturalization before the commencement date (i.e. 27 April 1994) of the Constitution of the Republic of South Africa Act of 1993; or became citizens of the Republic of South Africa from the commencement date of the Constitution of the Republic of South Africa Act of 1993, but who, not for Apartheid policy that had been in place prior to that date, would have been entitled to acquire citizenship by naturalization prior to that date.
- k. All population groupings who are not part of the Black group, but in substance fall within the definition described in paragraph (j) in terms of citizenship or descent, must be counted and included in the column of each table in the form that require data on the White group.
- l. Foreign nationals and South African citizens that fall outside the definition described in paragraphs (j) or (k) must be counted and included in the column of each table in the form that require data on foreign nationals.

Section B: Workforce Profile

1. Occupational Categories

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

Occupational Categories	Male				Female				White Male	Foreign Nationals		TOTAL
	A	C	I		A	C	I	W		W	Male	
Legislators, senior officials and managers	10	3	0		3	0	0	19	44	0	0	79
Professionals	89	14	5		71	6	4	458	382	29	14	1072
Technicians and associate professionals	34	7	0		35	11	2	180	68	2	2	341
Clerks	76	0	0		91	36	3	255	38	3	1	503
Service and sales workers	44	7	0		15	4	0	1	12	0	0	83
Skilled agricultural and fishery workers	0	0	0		0	0	0	0	0	0	0	0
Craft and related trades workers	43	4	0		11	5	0	1	18	0	0	82
Plant and machine operators and assemblers	14	1	0		1	0	0	1	0	0	0	17
Elementary occupations	78	3	0		139	2	0	0	4	0	0	226
TOTAL PERMANENT	388	39	5		366	64	9	915	566	34	17	2403
Non – permanent employees	233	13	6		156	17	10	366	370	61	43	1275
GRAND TOTAL	621	52	11		522	81	19	1281	936	95	60	3678

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

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers	0	0	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	2	0	0	0	3	0	0	5
Technicians and associate professionals	0	0	0	1	0	0	0	0	0	0	1
Clerks	1	0	0	0	1	0	0	3	0	0	5
Service and sales workers	0	0	0	0	0	0	0	0	0	0	0
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary occupations	0	0	0	1	0	0	0	0	0	0	1
TOTAL PERMANENT	1	0	0	4	1	0	0	6	0	0	12
Non – permanent employees	1	0	0	0	0	0	0	1	0	0	2
GRAND TOTAL	2	0	0	4	1	0	0	7	0	0	14

2. Occupational levels

2.1 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										TOTAL		
	Male				Female				White Male		Foreign Nationals	
	A	C	I		A	C	I	W	W		Male	Female
Top management	1	1	0		0	0	0	1	3	0	0	6
Senior management	2	2	0		2	0	0	3	15	0	0	24
Professionally qualified and experienced specialists and mid-management	17	2	1		3	0	0	112	214	7	0	356
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	71	17	4		64	9	6	364	188	7	5	735
Semi-skilled and discretionary decision making	112	4	0		125	41	3	435	134	20	12	886
Unskilled and defined decision making	185	13	0		172	14	0	0	12	0	0	396
TOTAL PERMANENT	388	39	5		366	64	9	915	566	34	17	2403
Non – permanent employees	233	13	6		156	17	10	366	370	61	43	1275
GRAND TOTAL	621	52	11		522	81	19	1281	936	95	60	3678

2.2 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										TOTAL	
	Male				Female				Foreign Nationals		
	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	2	0	0	0	0	0	0	2
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	2	0	0	2
Semi-skilled and discretionary decision making	1	0	0	2	1	0	0	4	0	0	8
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	1	0	0	4	1	0	0	6	0	0	12
Non – permanent employees	1	0	0	0	0	0	0	1	0	0	2
GRAND TOTAL	2	0	0	4	1	0	0	7	0	0	14

2.3 Core operation functions and Support functions by occupational level

Job evaluation or grading systems, as illustrated in the EEA9, are used to measure a job in terms of content in order to establish its worth or value in relation to other jobs in an organization. The worth or value of a job is represented on a vertical axis as an occupational level. A job could either be a **Core operation** function or a **Support** function. **Core Operation Function** positions are those that directly relate to the core business of an organization and may lead to revenue generation, e.g. sales, production, etc. Whereas **Support Functions** positions provide infrastructure and other enabling conditions for revenue generation, e.g. human resources, corporate services, etc. Please indicate on table 2.3.1 the number of employees that are in **Core Operation Function** positions and in table 2.3.2 the number of employees that are in **Support Function** positions at each occupational level.

2.3.1 Please indicate the total number of employees (including people with disabilities), that are involved in **Core Operation Function** positions at each level in your organization. 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	15	1	1	196	2	0	0	107	7	0	329
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	42	11	3	91	40	5	3	168	7	4	374
Semi-skilled and discretionary decision making	15	0	0	45	9	0	0	47	12	6	134
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	72	12	4	332	51	5	3	322	26	10	837
Non – permanent employees	138	6	5	260	93	8	3	207	41	21	782
GRAND TOTAL	210	18	9	592	144	13	6	529	67	31	1619

2.3.2 Please indicate the total number of employees (including people with disabilities), that are involved in **Support Function** positions at each level in your organization. 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	1	1	0	3	0	0	0	1	0	0	6
Senior management	2	2	0	15	2	0	0	3	0	0	24
Professionally qualified and experienced specialists and mid-management	2	1	0	18	1	0	0	5	0	0	27
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	29	6	1	97	24	4	3	196	0	1	361
Semi-skilled and discretionary decision making	97	4	0	89	116	41	3	388	8	6	752
Unskilled and defined decision making	185	13	0	12	172	14	0	0	0	0	396
TOTAL PERMANENT	316	27	1	234	315	59	6	593	8	7	1566
Non – permanent employees	95	7	1	110	63	9	7	159	20	22	493
GRAND TOTAL	411	34	2	344	378	68	13	752	28	29	2059

Section C: Workforce movement

3. Recruitment

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

Occupational Levels											TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	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	0	0	0	2	10	2	0	15
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	15	4	0	13	2	0	34	18	1	0	87
Semi-skilled and discretionary decision making	57	4	0	58	16	0	90	45	12	11	293
Unskilled and defined decision making	15	2	0	9	0	0	0	1	0	0	27
TOTAL PERMANENT	88	10	0	80	18	0	126	74	15	11	422
Non – permanent employees	196	10	3	148	22	11	272	189	42	31	924
GRAND TOTAL	284	20	3	228	40	11	398	263	57	42	1346

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

Occupational Levels										TOTAL	
	Male				Female				Foreign Nationals		
	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	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	0	0	1	0	0	0	1	0	0	2
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	0	1	0	0	0	1	0	0	2
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	1	0	0	0	1	0	0	2

5 Termination

5.1 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											TOTAL	
	Male				Female				White Male	Foreign Nationals		
	A	C	I		A	C	I	W	W	Male		Female
Top management	0	0	0		0	0	0	1	0	0	0	1
Senior management	0	0	0		0	0	0	0	1	0	0	1
Professionally qualified and experienced specialists and mid-management	1	1	0		0	0	0	6	27	0	0	35
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	12	3	0		16	1	1	83	56	5	2	179
Semi-skilled and discretionary decision making	113	8	2		115	17	2	225	96	22	18	618
Unskilled and defined decision making	22	4	0		14	1	0	0	0	0	0	41
TOTAL PERMANENT	148	16	2		145	19	3	315	180	27	20	875
Non – permanent employees	182	8	2		124	13	6	233	165	30	28	791
GRAND TOTAL	330	24	4		269	32	9	548	345	57	48	1666

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

Occupational Levels											TOTAL
	Male				Female				Foreign Nationals		
	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	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	1	0	0	1
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	0	0	0	0	0	1	0	0	1
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	0	0	0	0	1	0	0	1

5.3 Please report the total number of terminations in each **termination category** below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Terminations								White Male W	Foreign Nationals		TOTAL	
	Male				Female				Male	Female		
	A	C	I		A	C	I					W
Resignation	24	10	0		29	7	1	66	35	5	3	180
Non-renewal of contract	114	6	2		103	11	2	229	123	22	17	629
Dismissal – Operational requirements (retrenchment)	0	0	0		0	0	0	0	0	0	0	0
Dismissal - misconduct	0	0	0		0	0	0	0	0	0	0	0
Dismissal - incapacity	5	0	0		5	0	0	3	1	0	0	14
Other	5	0	0		8	1	0	17	21	0	0	52
TOTAL	148	16	2		145	19	3	315	180	27	20	875

5.4 Please report the total number of terminations involving **people with disabilities only** in each **termination category** below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Terminations								Foreign Nationals		TOTAL	
	Male				Female				Male		Female
	A	C	I	W	A	C	I	W			
Resignation	0	0	0	0	0	0	0	0	0	0	0
Non-renewal of contract	0	0	0	0	0	0	0	1	0	0	1
Dismissal – Operational requirements (retrenchment)	0	0	0	0	0	0	0	0	0	0	0
Dismissal - misconduct	0	0	0	0	0	0	0	0	0	0	0
Dismissal - incapacity	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	1	0	0	1

Section D: Disciplinary Action (This section is *not applicable to small employers*)

6 **Disciplinary action:** (report the total number of disciplinary actions during the twelve months preceding this report). **Report on formal outcomes only.** Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Disciplinary Action										TOTAL	
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male		Female
	11	1	0	4	1	0	4	2	0		0

Section E: Skills Development (This section is *not applicable to small employers*)

7 Training

7.1 Please report the total number of people who received training, including for people with disabilities, and not the number of training courses attended, in each occupational category.

Occupational Categories	Male				Female				White Male	Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W		W	Male	
									Legislators, senior officials and managers		29	
Professionals	180	18	7	163	14	3	422	320			1127	
Technicians and associate professionals	26	6		51	12		141	29			265	
Clerks	70			126	41	9	222	30			498	
Service and sales workers	18			4			2				24	
Skilled agricultural and fishery workers												
Craft and related trades workers	3							1			4	
Plant and machine operators and assemblers	4	1									5	
Elementary occupations	31			54			4				89	
TOTAL PERMANENT	361	28	10	403	67	12	828	436			2145	
Non – permanent employees												
GRAND TOTAL	361	28	10	403	67	12	828	436			2145	

7.2 Please report the total number of **people with disabilities only**, and not the number of training courses attended, who received training in each occupational category.

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers											
Professionals								2			2
Technicians and associate professionals											
Clerks								2			2
Service and sales workers											
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers											
Elementary occupations											
TOTAL PERMANENT								4			4
Non – permanent employees											
GRAND TOTAL								4			4

7.3 Please report the total number of people, including for people with disabilities, and not number of training courses attended, who received training in each occupational level.

Occupational Levels											TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Top management											
Senior management	10	3		4			1	10			28
Professionally qualified and experienced specialists and mid-management	29	1	3	11			153	206			403
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	148	19	6	165	11	9	338	184			880
Semi-skilled and discretionary decision making	94	4	1	155	56	3	336	36			685
Unskilled and defined decision making	80	1		68							149
TOTAL PERMANENT	361	28	10	403	67	12	828	436			2145
Non – permanent employees											
GRAND TOTAL	361	28	10	403	67	12	828	436			2145

7.4 Please report the total number of **people with disabilities only**, and not the number of training courses attended, who received training in each occupational level.

Occupational Levels										TOTAL	
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male		Female
Top management											
Senior management											
Professionally qualified and experienced specialists and mid-management											
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents							1				1
Semi-skilled and discretionary decision making							3				3
Unskilled and defined decision making											
TOTAL PERMANENT							4				4
Non – permanent employees											
GRAND TOTAL							4				4

Section F: Qualitative Assessment (This section is *not applicable to small employers*)

8 Awareness of Employment Equity

8.1 Please indicate which of the following awareness measures were implemented by your organization:

	No. of employees covered	Yes	No	Please explain
Formal written communication	106	X		EE sub-committees and executive management
Policy statement includes reference to employment equity	all	X		Policies on the web
Summary of the Act displayed	most	X		Dept Human Resource and Union offices on campus
Employment Equity training	75			EE subcommittee members and Disability unit
Diversity management programmes				
Discrimination awareness programmes				
Other (please specify): Disability awareness	60	X		
Total	241			Excluding displayed acts and policies

9 Consultation

9.1 Please indicate which stakeholders were involved in the consultation process prior to the development of your employment equity plan and in preparing this Employment Equity Report:

	Yes	No	Please explain
Workplace forum (in terms of the LRA)		X	
Consultative body or employment equity forum	X		
Registered trade union (s)	X		
Employees	X		
Other (Please specify):	X		Executive Management and HODs

9.2 What was the level of agreement reached in the formulation of the plan? Please choose one.

Total	Sufficient	Some	None
	X		

9.3 How regularly do you meet with the stakeholders mentioned in 9.1? Please choose one.

Weekly	Monthly	Quarterly	Yearly	Other
		X		

10 Analysis

10.1 Please indicate in which categories of employment policy or practices barriers to employment equity were identified:

Categories	Yes	No	Please explain
Recruitment procedures		X	
Advertising positions		X	
Selection criteria		X	
Appointments	X		Barriers are still present due to unavailability of qualified candidate from Black designated groups (lack of Academically qualified workers)
Job classification and grading		X	
Remuneration and benefits	X		Remuneration structure not competitive with the private and public sectors. Thus, difficult to attract people from the designated groups.
Terms and conditions of employment		X	
Job assignments		X	
Work environment and facilities	X		Some buildings not yet accessible to persons with certain disabilities
Training and development		X	
Performance and evaluation systems	X		Performance evaluation system not yet totally incorporated at all levels
Promotions		X	
Transfers		X	
Demotions		X	
Succession and experience planning	X		Succession planning and experience planning mostly not implemented. Except for the "Grow your own Timber" project.
Disciplinary measures		X	
Dismissals		X	
Corporate culture	X		White corporate culture still an inhibiting factor to the induction of an inclusive institutional culture. However, some departments are making good progress.
HIV and AIDS education and prevention programmes		X	
Other (please specify):			At a HE institution, it is very difficult to find persons from the designated groups with certain academic qualifications. The requirement that people have to lecture both in English and Afrikaans also complicates matters further.

11 Affirmative Action measures

11.1 Please indicate in which categories **affirmative action measures** have been implemented:

Categories	Yes	No	Please explain
Recruitment procedures	X		Policy on recruitment, advertising, selection and appointment which incorporates employment equity is applied.
Advertising positions	X		Policy on recruitment, advertising, selection and appointment which incorporates employment equity is applied.
Selection criteria	X		Policy on recruitment, advertising, selection and appointment which incorporates employment equity is applied.
Appointments	X		Formal language policy adopted which provides for parallel-medium education.
Job classification and grading	X		Extensive job classification and grading review conducted and finalized by specialist Task Team.
Remuneration and benefits	X		Benefit disparities continuously being reviewed. Comparisons done with other HE institutions. Housing subsidies and medical allowances have been availed to all employees.
Terms and conditions of employment	X		Terms and conditions of employment comply with all applicable labour and health and safety legislation.
Job assignments	X		Continuing commitment by management to advance and appoint designated candidates in senior management positions.
Work environment and facilities	X		Updated policies on disability and facilities are being made accessible to people with disabilities
Training and development	X		Compliance with Skills Development Act. Seta internships also undertaken at the UFS
Performance and evaluation systems	X		Review and development of a performance and evaluation system for UFS employees finalized and implemented for a pilot group.
Setting numerical goals	X		Numerical targets set according to anticipated labour turnover and employment opportunities at the UFS. Specific targets also set in EE Plan during Nov 2007
Promotions	X		The advancement of designated groups a strategic priority for the UFS.
Transfers		X	Not general practice.
Demotions		X	Not general practice.
Succession and experience planning	X		"Grow our own timber projects" still continuing and being expanded.
Disciplinary measures	X		disciplinary code and procedure implemented.
Diversity programme and sensitization	X		Information session regarding types of disabilities
Community investment and bridging programme	X		Bridging and literary programmes are offered. Have adopted and implemented a community service learning programme.
Retention measures	X		Exit interviews conducted in terms of UFS Exit Policy. Retention of designated groups a strategic priority. However, competitors remuneration packages make retention very difficult.
Reasonable accommodation	X		Polices on disability, HIV/AIDS etc. implemented to accommodate employees. Facilities, lifts and walkways upgraded to accommodate the disabled. Have a disability unit to give support.
Other (please specify):			

12 Resources

12.1 Please indicate what resources have been allocated to the implementation of employment equity during the past year:

Allocation of Resources	Yes	No	Please explain
Appointed a senior manager/s to manage the implementation and monitoring progress	X		
Allocated a budget to support the implementation goals of employment equity	X		Total of R30,103,827.00 allocated since 2001. R5,100,00.00 allocated for 2007 and R10,303,827.00 allocated for 2008.
Time off for employment equity consultative committee (or equivalent) to meet on a regular basis	X		
Other (Please specify)			

13 Monitoring and evaluation of implementation:

13.1 How regularly do you monitor progress on the implementation of the employment equity plan? Please choose one.

Weekly	Monthly	Quarterly	Yearly	Other
		X		

Section G: Progress Report

(Section G to be completed from the second cycle of reporting onwards)

14 Reporting period: From 1 Aug 2007_____ to 31 July 2008_____

14.1 Did you achieve the numerical targets as set out in your employment equity plan for this period?

Yes	No
	X

14.2 Did you achieve the affirmative action objectives as set out in your employment equity plan for this period?

Yes	No
	X

14.3 If not, what were the obstacles you experienced:

What were the obstacles to reaching the employment equity goals and objectives during the past year?
Difficulty to replace highly qualified academic staff that retire or resign with persons from the designated groups (scars skills)
Recruitment measures do not always deliver sufficient numbers of suitably qualified persons from the designated groups, particularly with regard to academic positions. In many cases applicants are also non-SA citizens who do not qualify as designated candidates.
Staff from the designated groups are often difficult to retain due to competition for the private and government sectors.
Setting numerical targets for highly qualified persons (e.g. senior lecturers and professors) is unrealistic at this stage as it takes a significant period to obtain a PhD and to be mentored into a senior academic. To add to this problem, remuneration packages of academic staff are also not seen as attractive.
Afrikaans is a barrier to many black people – they are not able to teach and help people in Afrikaans

14.4 If yes, what factors promoted the accomplishment of your goals and objectives:

What were the factors that contributed to the accomplishment of the employment equity goals and objectives during the past year?
Updating of the of the current EE rolling plan has highlighted the strategic priority.
An annual budget has been allocated to employment equity for employment
SETA –UFS agreement regarding internships
Employment Equity office
Willingness of line managers to appoint persons from the designated groups

14.5 Please indicate the numerical goals you have set to achieve for the total number of employees (including people with disabilities) at the end of your current employment equity plan in terms of occupational categories. Note: A=Africans, C=Coloureds, I=Indians and W=Whites:

Occupational Categories								White Male W	Foreign Nationals		TOTAL	
	Male				Female				Male	Female		
	A	C	I		A	C	I					W
Legislators, senior officials and managers	1				1			1			3	
Professionals	42	8	1		21	1	1	10			84	
Technicians and associate professionals	9	1			6	1	1	1			19	
Clerks	9	1			6	1	1				18	
Service and sales workers	1										1	
Skilled agricultural and fishery workers												
Craft and related trades workers	1				1						2	
Plant and machine operators and assemblers												
Elementary occupations												
TOTAL PERMANENT	63	10	1		35	3	3	12			127	
Non – permanent employees												
GRAND TOTAL	63	10	1		35	3	3	12			127	

14.6 Please indicate the numerical goals you have set to achieve for the total number of **employees with disabilities only** at the end of your current employment equity plan in terms of occupational categories. Note: A=Africans, C=Coloureds, I=Indians and W=Whites :

Occupational Categories								Foreign Nationals		TOTAL	
	Male				Female				Male		Female
	A	C	I	W	A	C	I	W			
Legislators, senior officials and managers											
Professionals											
Technicians and associate professionals	1							1			2
Clerks	1				1			1			3
Service and sales workers											
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers											
Elementary occupations											
TOTAL PERMANENT	2				1			2			5
Non – permanent employees											
GRAND TOTAL	2				1			2			5

14.7 Please indicate the numerical goals you have set to achieve for the total number of employees (including people with disabilities) 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								White Male	Foreign Nationals		TOTAL
	Male				Female				W	Male	
	A	C	I		A	C	I	W			
Top management											
Senior management											
Professionally qualified and experienced specialists and mid-management	12	1	1		5			12			31
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	26	4			12	1	1				44
Semi-skilled and discretionary decision making	25	5			18	2	2				52
Unskilled and defined decision making											
TOTAL PERMANENT	63	10	1		35	3	3	12			127
Non – permanent employees											
GRAND TOTAL	63	10	1		35	3	3	12			127

14.8 Please indicate the numerical goals you have set to achieve for the total number of **employees with disabilities only** at the end of your current employment equity plan in terms of occupational levels:

Occupational Levels								Foreign Nationals		TOTAL
	Male				Female				Male	
	A	C	I	W	A	C	I	W		
Top management										
Senior management										
Professionally qualified and experienced specialists and mid-management										
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1							1		2
Semi-skilled and discretionary decision making	1				1			1		3
Unskilled and defined decision making										
TOTAL PERMANENT	2				1			1		5
Non – permanent employees										
GRAND TOTAL	2				1			2		5

14.9 Please indicate the numerical targets you have set to achieve for the total number of employees (including people with disabilities) for the end of the period following the period covered by the current report in terms of occupational categories.

Occupational Categories								White Male	Foreign Nationals		TOTAL	
	Male			Female					W	Male		Female
	A	C	I	A	C	I	W					
Legislators, senior officials and managers	1										1	
Professionals	15	5	1	10		1	3				35	
Technicians and associate professionals	4	1		2	1	1					9	
Clerks	3	1	1	3	1	1					10	
Service and sales workers	1										1	
Skilled agricultural and fishery workers												
Craft and related trades workers	1			1							2	
Plant and machine operators and assemblers												
Elementary occupations												
TOTAL PERMANENT												
Non – permanent employees												
GRAND TOTAL	25	7	2	16	2	3	3				58	

14.10 Please indicate the numerical targets you have set to achieve for the total number of **employees with disabilities only** for the end of the period following the period covered by the current report in terms of occupational categories. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories								Foreign Nationals		TOTAL	
	Male				Female				Male		Female
	A	C	I	W	A	C	I	W			
Legislators, senior officials and managers											
Professionals											
Technicians and associate professionals	1							1			2
Clerks	1				1						2
Service and sales workers											
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers											
Elementary occupations											
TOTAL PERMANENT	2				1			1			4
Non – permanent employees											
GRAND TOTAL	2				1			1			4

14.11 Please indicate the numerical targets you have set to achieve for the total number of employees (including people with disabilities) for the end of the period following the period covered by the current report in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels										TOTAL		
	Male				Female				White Male		Foreign Nationals	
	A	C	I		A	C	I	W	W		Male	Female
Top management												
Senior management												
Professionally qualified and experienced specialists and mid-management	1	1			1			3				6
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	19	4	1		11	1	2					39
Semi-skilled and discretionary decision making	5	2	1		4	1	1					14
Unskilled and defined decision making												
TOTAL PERMANENT	25	7	2		16	2	3	3				58
Non – permanent employees												
GRAND TOTAL	25	7	2		16	2	3	3				58

14.12 Please indicate the numerical targets you have set to achieve for the total number of **employees with disabilities only** for the end of the period following the period covered by the current report in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels								Foreign Nationals		TOTAL		
	Male				Female				Male		Female	
	A	C	I	W	A	C	I	W				
Top management												
Senior management												
Professionally qualified and experienced specialists and mid-management												
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1							1				2
Semi-skilled and discretionary decision making	1				1							2
Unskilled and defined decision making												
TOTAL PERMANENT	2				1			1				
Non – permanent employees												
GRAND TOTAL	2				1			1				4

Section H: Signature of the Chief Executive Officer

Chief Executive Officer

I hereby declare that I have read, approved and authorized this report.

Signed on this _____ day of _____ year _____

At place: _____

Signature: Chief Executive Officer Full Name