



## Conditions of Service of Sub-Wardens

All appointments are held subject to the Acts, Statutes and Regulations of the University, to Council's resolutions for the time being in force, and to the following conditions of service which can be altered only with the consent of the staff member concerned and the University Council.

### 1. PERIOD OF APPOINTMENT

All appointments shall be, in the first instance, for a probationary period of one academic term. An appointment not terminated at the end of the probationary period continues for a further three academic terms.

### 2. CONFIRMATION & TERMINATION OF APPOINTMENT

- 2.1. No offer of employment as sub-warden shall be confirmed where the student has supplementary examinations for no more than one subject in the February of the year of the appointment. This does not apply to aegrotats.
- 2.2. During the probationary period, the appointment shall be terminable by fourteen (14) days written notice by either party.
- 2.3. If the University decides to terminate an appointment at the end of the probationary period, the Sub-Warden shall be so informed in writing.
- 2.4. After the conclusion of the probationary period, the appointment shall be terminable by one month's (30 days) written notice by either party unless the individual has been expelled or suspended from the University/Hall such that the person is unable to continue the responsibilities of Sub-Warden.
- 2.5. If the University terminates an appointment, the Sub-Warden may be required, at the discretion of the Dean of Students and the relevant Hall Warden, to move out of residence in that Hall within seven days of the termination of the appointment.

### 3. DISCIPLINARY CODE

- 3.1. In the event of misconduct or performance problems in executing the responsibilities of Sub-Warden, incumbents are subject to the Staff Disciplinary code which can be found at: <https://www.ru.ac.za/intranet/policies/>. Alternatively, the HR Division or Academic Planning Office can be asked for copies of policies and procedures.
- 3.2. In terms of this disciplinary code, Sub-Wardens may be suspended from duty pending the outcome of the disciplinary hearing. In this case, the individual may be required by the Principal, in consultation with the Dean of Students and the relevant Hall Warden, to move out of residence in that Hall.

### 4. LEAVE OF ABSENCE

Sub-Wardens must be in residence during term time unless leave of absence has been granted by the relevant Hall Warden in consultation with the House Warden. Such leave of absence must not involve the University in additional expenditure.

## **5. GENERAL DUTIES OF SUB-WARDENS**

The general duties of Sub-Wardens are outlined in job profile attached. In executing these duties:

- 5.1 Sub-Wardens are required to undertake, at the discretion of either the Hall Warden or the House Warden, weekend and evening duties either in the House or in the precincts of the Hall. The number, nature and duration of such weekend and evening duties shall be prescribed either by the Hall Warden or the House Warden.
- 5.2 Sub-Wardens are required to take most of their meals in the dining hall and they are under an obligation to attend all formal meals and House functions unless leave of absence is obtained from the House Warden concerned, who shall notify the relevant Hall Warden.
- 5.3 Sub-Wardens are required to undertake such duties in the dining hall as the Dean of Students and/or the relevant Hall Warden may require of them from time to time. Such duties may include supervising and controlling the entry of students into the dining hall or into those sections in which meals are served. The number, nature and duration of such duties are to be prescribed by the Hall Warden following consultations with the Dean of Students. (Note: The Sub-Wardens in a Hall may be required to be on duty for a number of meals each week in the Dining Hall).
- 5.4 Sub-Wardens are required to be in residence several days **before** the start of terms and are required to remain on in the residence at the end of a term after all other students have left in order to assist the House Warden with the administrative procedures involved in opening and closing a House (the dates of this early arrival and late departure shall be determined by the Hall Warden in consultation with the Dean of Students. Other than for the period specified above, Sub-Wardens are not required to remain on duty during a vacation even if their House is open).

## **6. UNIVERSITY RULES**

Sub-Wardens shall be regarded as students for the purposes of the Student Discipline Code. They are, therefore, required to observe all the University's rules and regulations affecting students, subject only to certain privileges which may be extended either by the Principal of the University, the Dean of Students or the relevant Hall Warden.

## **7. OTHER APPOINTMENTS**

Sub-Wardens shall not be eligible to be elected to serve on the SRC, or to be elected to the positions of Hall or House senior/head students. Students elected to such other posts will be required to resign from his/her position of sub-warden if they wish to remain in the other post.

**Last updated: 2007**