



UNIVERSITEIT • STELLENBOSCH • UNIVERSITY  
jou kennisvenoot • your knowledge partner

31 March 2009

Mr H Gibson  
Information Technology  
Private Bag X1  
**MATIELAND**  
7602

Dear Mr Gibson

### **APPOINTMENT AS SYSTEM ADMINISTRATOR, JS GERICKE LIBRARY**

It gives me great pleasure to inform you that the University has decided to appoint you in the above-mentioned capacity as of 1 May 2009, or as soon as possible thereafter.

#### ***Cost of Employment***

For the University as employer, the total cost of employment relating to your appointment amounts to This amount includes cash remuneration, benefits and all contributions to gard, please take specific note of the second paragraph of the Acceptance below.

\_\_\_\_\_ pted a system of performance-driven remuneration according to which your annual cost of employment increase will be awarded in accordance with your performance.

It is the established policy of the University that the cost of employment of all members of staff must be dealt with as a confidential matter between the University and the staff member concerned.

#### ***Working hours***

Mondays to Fridays: 08:00 - 12:45 and 13:45 - 16:30

All officials are expected to work outside of their fixed hours of employment, should circumstances make this necessary.

#### ***Service Conditions and Benefits***

An explanation of the service conditions and benefits is included. In order to ensure immediate participation and cover, it is extremely important that you contact the undersigned as soon as possible after assuming duty to discuss your admission to the various benefits of the University.

#### ***Disability Income Benefit***

It is important that members inform Human Resources if they suffer from any illness that could affect a disability claim in the future. (see paragraph 1.1.3 in benefits document).

#### ***Acceptance Procedure***

Please return the enclosed acceptance letter **within 7 days** of receiving this letter, marked for the attention of the **undersigned**.



### **MENSLIKE HULPBRONNE • HUMAN RESOURCES**

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