DLS Transformation Committee Progress Report- 25 May 2017

START

Mr. Moropa sent out a call for nominations on the 25th August 2016 for committee members to serve on the Transformation Committee.

MEMBERS

Members were nominated and a committee was established- November 2016

Milestones

- Terms of Reference- November 2016
- Launch of DLSTC- 7 February 2017.
- Institutional Transformation Committee Inaugural Meeting- 27 March 2017
- Call for input on Transformational Indicators- 02 May 2017
- Final Submission of DLS Transformation Indicators to UPTC- 31 May 2017

Work in progress

- Marketing Plan
- Budget
- Reporting Template
- UP Campaign Participation

2016

2017

Proposed Department of Library Services(DLS) Transformation Indicators. May2017

Staff

- % contract support staff recurring for 12 months
- % of black staff at all levels to ensure equity

- % staff with disabilities at all levels

- Fair and equal application of policy for the retention of retired staff (academic and support)

- Improve visibility and access to policies

Capacity Building

- Skills transfer to build capacity

- Mentorship and training programs for skills transfer at all levels

- Skills development in- line with UP strategic priorities

- Equal access to opportunities for workshops and conference attendance across all levels

- Transform performance and reward system (use the system to incentivize and include evaluation of line managers by employees)
- Consideration to be given to previous work experience and length of service when post is advertised internally

Capacity Building cont.

- Advertise posts internally before external advertising

- % of library staff participating in UP in-house staff development programs

- % of library staff pursuing formal studies at UP with qualifications not limited to library studies

- % of library staff pursuing formal studies at other higher education institutions receiving financial assistance from UP

- Policy for internal promotion(Access to policy and fair application of policy

Staff Retention/Turnover

- % of permanent support staff at all levels leaving to take up employment elsewhere

- Reports on exit interviews: reasons given by permanent support staff for leaving and action plan for staff retention.

- Review down grading of post level when vacancy arises, workload and possibility for upgrade of post after 3 years of service.

- Transparency when post level is upgraded – Racial inequity a concern among black staff members.

- Opportunities for shelf attendants to progress to higher positions.

- Consider permanent staff for evening posts

- Clarity on Senior Information specialist positions (criteria to progress to SIS Level 8 to 7)

Relational issues and managing cultural diversity

- Re- purpose social spaces to allow integration of different race groups and provide multipurpose space

- Programs and workshops that create cultural awareness and integration

- Actively improve inter personal relationships between Library executive, management and employees

Occupational Health and Safety

- Sensitivity toward staff health and wellness when using hazardous chemicals, painting and carpet cleaning.

- Improve working environment : air quality, ventilation, lighting, temperature, bathroom facilities etc.