

UNIVERSITY OF SWAZILAND
INSTITUTE OF DISTANCE EDUCATION
BACHELOR OF EDUCATION (ADULT EDUCATION) YEAR IV
SUPPLEMENTARY EXAMINATION, JULY 2014

TITLE: HUMAN RESOURCE MANAGEMENT II

COURSE CODE: IDE-BAE430

TIME 3 Hrs.

- INSTRUCTIONS:**
- 1. ANSWER 4 QUESTIONS IN ALL**
 - 2. QUESTION 1 IN SECTION A IS COMPULSORY; ANSWER ANY OTHER QUESTION FROM THIS SECTION**
 - 3. ANSWER TWO (2) QUESTIONS FROM SECTION B**

SECTION A

Answer Question 1 and any other question from this section.

QUESTION 1

Read the case below and answer the questions

Vusi Mkhonta was employed by the Civil Service Board as a labourer in the Ministry of Agriculture in 1993. His duties amongst other things included housekeeping, ensuring that the yard was kept clean at all times. He was to perform any other related duties as assigned by his superiors.

In 1995 the Head of the Veterinary Clinic began to take Vusi with him when doing field visits. He was impressed by his skill and love for animals. He gave Vusi some of the jobs to do such as giving injections to dogs & cats during rabies campaigns. Vusi continued to be paid a labourer's salary. Vusi started to demand compensation for the added responsibilities but each time he was reminded that his job was that of a labourer not a veterinary assistant. In 2000, Vusi reported the Ministry to the CMAC for unfair treatment and he wanted a promotion citing that he has been doing the work of a Veterinary Assistant since 1995.

- a) Highlight and discuss legal considerations that should have been addressed in this case. **[25 marks]**
- b) Is Vusi justified in demanding compensation? Justify your answer. **[5 marks]**
- c) Given that Vusi was keen to work as a veterinary assistant; what should have been the right decision assumed by the HOD? **[5 marks]**
- d) If you were part of the panel that was discussing the case what would be your judgement and why? **[5 marks]**

QUESTION 2

- a) What is health? **[2 marks]**
- b) Discuss how you could educate both employers and employees on the implications of health in a work organisation. **[12 marks]**
- c) Given that a number of employees these days get ill due to hereditary /or personal behaviour and habits; how would you ensure that the level of absenteeism is maintained at a minimum? **[6 marks]**

QUESTION 3

Performance appraisal can be viewed as both a system and a process; discuss performance appraisal system and state the rationale for setting up performance appraisal systems in work organisations. [**20 marks**]