



Province of the
EASTERN CAPE
EDUCATION

DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT GENERAL

2017 -11- 27

RECEIVED

SIGNED: 318575

OFFICE OF THE SUPERINTENDENT-GENERAL

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605
REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za

PROVINCE OF THE EASTERN CAPE

E-mail: sihle.mnguni@ecprov.gov.za

Tel.: 040-608 4210

Enquiries: S. Mnguni

Fax: 040-608 4313

INTERNAL MEMORANDUM

**TO: THE ACTING CFO
DDG: EPM
DDG: IOM
CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS / HEAD OFFICE DIRECTORS
ALL MIDDLE MANAGERS: HEAD OFFICE
SCHOOL PRINCIPALS AND SMT'S**

FROM: SUPERINTENDENT-GENERAL

DATE: 27 NOVEMBER 2017

RE: MANAGEMENT OF DISCIPLINE AND GRIEVANCES

The above matter has reference.

This office has noticed with concern that disciplinary cases and grievances take time to be concluded. The timeframes prescribed by law are in most cases not complied with and this subjects the department to unnecessary litigation and audit queries.

The management of discipline and grievances is an inherent responsibility of every manager and supervisor including school principals and their school management teams.

The department has to account to all education stakeholders, the Legislature, Parliament, the Office of the Premier, Public Service Commission (PSC) and Department of Basic Education in as far as the management of discipline and grievances is concerned.



More importantly is for all managers, supervisors and school principals to acquaint themselves with policy documents that are relevant to this subject viz: Revised PAM; EEA; SASA, PSA and PSCBC resolution 1 of 2003.

This office is therefore making a call to all officials mentioned in this correspondence in conjunction with their respective labour relations offices to ensure that:

- a) All grievances received are processed within five (5) days of receipt;
- b) All grievances are finalised within thirty (30) days of receipt, 30 days being the longest period and only justifiable with reasons showing complexity in resolving the grievance.
- c) All misconduct investigation, other than financial misconduct, be finalised within two (2) weeks of the reported incident.
- d) All financial misconduct investigations be finalised within the shortest possible time but not exceeding eight (8) weeks from the date of reporting to Risk Management Services.
- e) All disciplinary sanctions and arbitration awards are implemented on PERSAL and printouts made available to Labour Relations at Head Office on a monthly basis.

District Directors are urged to ensure compliance on all their matters and continuously monitor reporting on same on a monthly basis.

Principals of schools must stop issuing out written warnings on serious misconduct cases like corporal punishment and sexual related offences. If a principal is not sure on how to handle a case of misconduct, labour relations offices in districts and head office may be consulted for advice.

Thanking you,



T. KOJANA
SUPERINTENDENT-GENERAL

27/11/2017
DATE

