



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

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REPUBLIC OF SOUTH AFRICA. Enquiries: Mr Jose Daniel – 040 608 4638. Email : jose.daniel@ecdoe.gov.za

INTERNAL MEMORANDUM

TO : CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
DEPUTY DIRECTORS: HRA&P
DEPUTY DIRECTORS: CLUSTER A&B
CES – IDS&G
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS

CC : ACTING CHIEF DIRECTOR: HRM&D
DIRECTOR: HRA

FROM : HEAD OF DEPARTMENT: EDUCATION

SUBJECT : DIRECTIVE ON THE APPOINTMENT OF SUBSTITUTE EDUCATORS

1. The Department has noted with great concern that the substitute educator's salary is processed and paid extremely late. In some instances, they are paid 7 months after the end of their employment contract with the department.
2. Serious concerns were raised both by the Senior Management and Social partners with regard to the late payment of substitute educators. Therefore, it has become necessary to issue this directive to pay the salaries within 30 days from the date of assumption of duty, if not earlier.
3. A substitute educator is an educator, who serves in the place of a permanently appointed educator who is absent on approved leave. Substitutes may not be appointed for a period of less than one month and will only be approved in the case of educators on sick- and maternity leave.
4. Principals of schools and Circuit Managers must ensure that the process of securing a substitute educator by the school must be finalized strictly before the permanent educator goes on maternity leave or sick leave. Substitute educators could be sourced from the district office data base of unemployed educators or unplaced Funza LuShaka Graduates. All administrative procedures such as creating an additional post for the appointment of a substitute educator must be done before the substitute educator assumes duty. Substitute educator should not assume duties before an approval is obtained from the District Director.

SUBJECT: DIRECTIVE ON THE APPOINTMENT OF SUBSTITUTE EDUCATORS

5. The applicant must submit all the documents as per the attached check list. It must be emphasised that whereby educators are allowed to assume duties with their appointment documents being submitted long after the date of assumption of duty will no longer be accepted.
6. To create an additional post to appoint a substitute, the district office should submit the following documents to Mrs Charlie, Deputy Director: HRP&PS. Or email it her email address: mzikazi.charlie@ecdoe.gov.za
 - (1) Approval for Appointment of a substitute Educator by Delegated Official (Submission)
 - (2) The Permanent Employee's application for Leave. (In the case of shop stewards, attach the secondment letter.)
 - (3) A Copy of the Medical certificate. (if applicable)
 - (4) PERSAL printout reflecting period of leave. (#4.5.11 – Choice 1)
 - (5) Copy of the available budget printout.
 - (6) Certified copy of ID Document (Applicant)
 - (7) A copy of the Appointment letter of the substitute.
7. Creation of the post and the projected costing list should be done before the permanent educator goes on leave. Appointment documents as per the attached check list must be submitted to the Head office strictly within FIVE (5) days of the assumption of duty by the substitute educator. The responsible officials (Principals of Schools / Circuit Managers/ HR officials) will be held liable for any late payment to the substitute educator.
8. Compliance with the above-mentioned directive would allow for salaries to be paid within 30 days from the date of assumption of duty, if not earlier. Kindly bring the contents of this circular to the attention of all employees under your supervision.

TS KOJANA
HEAD OF DEPARTMENT
EDUCATION

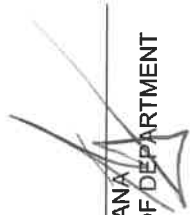
03/06/2019
DATE

OFFICE OF THE CHIEF DIRECTOR: HRM&D

Standard Operating procedure in the Appointment of Substitute educators.

Activity No	Description and Activity	Time frame / Duration	Responsible Official(s)	Remarks
01	Educator applies for maternity leave 3 months prior to commencement of leave. Employee applies for sick or incapacity leave.	3 months prior to the commencement of the maternity leave. Sick leave immediately	Educator / Principal	Granted PILIR leave
02	Employee submits medical Certificate to Principal. Principal receives medical certificate from Employee		Educator/Principal	
03	Principal completes the Substitute Request Form indicating the permanent employee is going on maternity or PILIR leave.	Immediately after receiving the Medical Certificate	Principal	
04	Principal verifies that PILIR (in the event that permanent employee is on PILIR leave) has been granted. Principal submits signed Substitute Request Form to Circuit Manager (Attachments: Leave Form for Permanent Employee, Medical Certificate, Substitute Request Form)	Same day receiving the Medical Certificate or Within 3 Days from the receipt of Medical Certificate	Principal	In the case of Shop steward's substitution, secondment letter should be attached instead of leave forms

TS KOJANA
HEAD OF DEPARTMENT



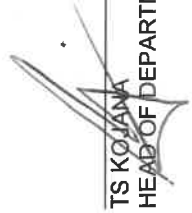
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05	Finalize all the administrative process to appoint a substitute educator (Approval or Rejection of the request). HPA&P shouldn't accept incomplete documentation as per the check list.	Within 5 days from the receipt of the documents from Principal	Principal/Circuit Manager/DD: HRA&P/DD: Finance and District Director)	DD = Deputy Director
06	DD: HRA & P prepares Post Creation Request and submit the request to Head Office (HP&PS) as per the check list	Within 1 day from the receipt of the approval	DD: HRA&P / Circuit Manager.	
07	Head Office Approves / Rejects Post Creation Request. If Approve: H/O: HRP&PS creates Post and notifies HRA & P of created post.	Within 2 days from the receipt of the request to create a substitute post from the District.	DD: HRP&PS (H/O)	H/O = Head Office
08	Once the post is created, HRA&P Deputy Director issues an appointment letter to the Circuit manager and he/she hand it over to the Principal of the school. Appointment letter should have the start date and end date.	Within one day after receiving the post creation approval from H/O	DD: HRA&P and Circuit Manager	
09	Selected Educator reports for duty as per the Offer/Appointment letter. Principal submits Assumption of Duty and all other accompanying documentation to District Office: HRA & P as per the attached check list.	Within 3 days from the assumption of duty by the substitute educator	Principal/Circuit Manager	
10	Once Again, D/O: HRA & P conducts a quality check to ensure all required documentation is submitted as per the check list. Capture the appointment on to the Persal. Approved by the CPO	Within one day after receiving the Assumption of duty.	HRA&P	D/O = District Office
11	D/O: Submits the documents as per the attached check list to the Head Office for authorization of the appointment.	Within 5 days after approving the appointment	D/O: HRA&P	

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12	H/O ensure that the submitted appointment document is send to the Treasury (PT) within 5 days from receiving the documents	5 days	H/O – HRA / ICU/Finance	
13	Districts must monitor appointment transactions on function #6.8.10 on the PERSAL system for possible rejections and faulty transactions.	On going	D/O – HRA&P	
14	Faulty and rejected transactions should be corrected.	On Going	D/O – HRA&P	


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