



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE ACTING HEAD OF DEPARTMENT

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Ref: CPC/1/12

TO: Members of the SLMC
Cluster Chief Directors
District Directors
Heads of District HRA Units
All EDOs
All School Principals
All Labour Unions

FROM: Acting Head of Department

2015- YEAR END REPORT : APPOINTMENT OF EDUCATORS

1. Purpose

The purpose of this Memorandum is to appraise stakeholders on-

- work done by the Central Processing Centre (CPC) since starting operations on 1 September 2015 up to 11 December 2015;
- the outcome of the special amnesty arrangement initiated by the Department to facilitate on a once-off basis condonation and/or ex post facto approval for irregular administrative actions related to the appointment of Educators;
- planned measures to be implemented to finalise all outstanding cases; and
- set a standard for the payment of Educators on appointment.

2. Case Load

2.1 Since the start of the CPC's operations on 1 September 2015 (appointment issues) the following number of cases was registered for processing:

- | | |
|---------------------------------------|-------|
| • Appointment Cases: District Offices | 1,922 |
| • Appointment Cases: Head Office | 294 |



3. Processing of Appointments

- 3.1 The CPC Team as part of its operations conducted an analysis of complaints received from individual Educators and Labour Unions towards the end of October 2015 this resulted in the identification of a need to arrange for an “amnesty” arrangement to resolve as far as possible all irregular appointment issues, some dating back as far as 2014. District Offices were requested to submit all outstanding documents of employees appointed prior to 13 November 2015 **before** 24 November 2015 to the CPC for processing. A Special Condonation Committee consisting of the Acting Head of Department, the Acting Chief Financial Officer, the Chief Director: Human Resource Management and the Head: Internal Control was established to consider all such cases and to condone as far as possible irregular administrative action to enable payment of salaries to affected employees before the closing of the PERSAL System on 15 December 2015.
- 3.2 The sittings of the Condonation Committee provided the Members thereof with valuable insight in the problem of late salary payments to Educators. It is clear that non-compliance with regulatory and administrative measures at various layers of the Department has a significant impact on its ability to process salary payments in good time. These include:
- Foreigners being allowed to assume duty without-
 - prior authorisation;
 - valid work permits,
 - qualifications being duly evaluated;
 - registration with SACE; and
 - the post not being a critical post.
 - Educators being allowed to assume duty whilst-
 - prior approval for an appointment or transfer from another Province has not been obtained from the delegated authority;
 - an appointment letter was not issued by Head Office;
 - no post provision exist on the school’s PPN;
 - the personal profile of the Educator does not meet the post profile requirements; and
 - supporting documents as per the checklist are incomplete.
- 3.3 In presentations made to the Condonation Committee, the impact of non-compliance with basic prescripts and appointment requirements on the occurrence of late salary payments and on educational outcomes were clearly evident. An example at hand is a case where an Educator was allowed to assume duty against a critical post (Mathematics) without him being qualified to do such offering; he is qualified in the life orientation offering and a good cricket couch. In another instance an Educator was allowed to assume duty in a critical post whilst her educational profile is that of a Seamstress.



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- 3.4 In eight instances the Condonation Committee could not condone the irregular administrative action and resolved that the cases must be further investigated.
- 3.5 From the announcement of the “amnesty” arrangement on 13 November 2015 up to the 24 November 2015, a total of 512 appointment cases were submitted by District Offices to the CPC (the majority being special cases for condonation). Despite staff attached to the CPC conducting extensive overtime during this period it was not possible to process the appointment of 223 cases before the closing of PERSAL on 15 December 2015. A schedule -**Appendix A**- provides a list per District Office of all cases to be processed as from the 4 January 2016. Staff attached to the CPC has been tasked to ensure that all these cases are finalised by the end of January 2016. As can be seen from the attached Schedule there is still a substantial number of cases with incomplete documents. The CPC will schedule sessions with District Offices to resolve such cases.

4. Processing Standard

- 4.1 The Department can during 2016 not allow a continuation of past practices. For this purpose a service standard is hereby determined whereby a new appointee must, within 30 days of assumption of duty receive his/her salary payment.
- 4.2 The above standard can only be accomplished if a duly completed set of appointment documents is submitted to the CPC within 10 working days of an employee's assumption of duty.
- 4.3 The CPC is in the process of establishing a dedicated courier service to and from District Offices and a Call Centre with a call free facility. This will resolve inefficiencies in the submission chain and Principals in future be required to log by SMS, all assumptions of duty and service terminations on the day of such event. This will enable the CPC to open a case file in advance and to “chase” the timely submission of documents. A further communicate in this regard will be made soon.

SN NETSHILAPHALA
ACTING HEAD OF DEPARTMENT

5/1/2016
DATE