



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE SUPERINTENDENT-GENERAL

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

MEMORANDUM

TO:	CLUSTER CHIEF DIRECTORS DISTRICT DIRECTORS DEPUTY DIRECTORS: HRA & P (DISTRICTS) EDO's PRINCIPALS LABOUR UNIONS
FROM	ACTING HEAD OF DEPARTMENT
SUBJECT:	OUTSTANDING EDUCATOR/ EMPLOYEE APPOINTMENTS AND SALARY PAYMENTS

1. The Office of the Head of Department is currently inundated with enquiries regarding the payment of salaries of educators/ employees which are outstanding as far back as January 2016.
2. As indicated on numerous occasions, the current service standard is that educators/ employees must be paid their salaries within thirty (30) days after assumption of duty.
3. It is therefore grossly unacceptable that educators/ employees are allowed to assume duty and render services to the Department, but the payment of their salaries is delayed due to unacceptably long administrative delays despite comprehensive "checklists" of required documents been provided to all relevant parties within the Department.
4. In a substantial number of instances Principals allow Educators from other Provincial Education Departments to assume duty before the request for an inter-provincial transfer is duly approved, as a consequence of such irregular administrative action, the relinquishing Department then terminate the service of the Educator. In order to get such Educator remunerated again the Department must then follow the prolonged process of re-appointment. Given the number of additional Educators especially in the intermediate and senior phases, **only** requests for inter-provincial transfers to substantive vacant posts in the foundation phase and scarce subject offering categories will be considered for the 2016 and 2017 school years.



Province of the
EASTERN CAPE
EDUCATION

SUBJECT: OUTSTANDING EDUCATOR/ EMPLOYEE APPOINTMENTS AND SALARY PAYMENTS

5. In order to address the issue of delays in the remuneration of educators/employees, Deputy Directors: HRA & P are herewith requested to gather all documents regarding outstanding appointments exceeding twenty (20) days after assumption of duty and to hand it in at the **Central Processing Centre (CPC) at the Education Leadership Institute (ELI) on Friday, 05 August 2016.** (The South African Post Office Service should also be used for submission of documents). Deputy Directors HRA&P **must ensure** that document packs comply with checklists provided.
6. Information in respect of these appointment packs must be captured into a template consisting of the following fields and printed versions of such lists as well as soft copies must be submitted as a cover page to the appointment packs submitted to the CPC on the above-mentioned date:

District					
School	Surname & Initials	PERSAL/ ID number	Period of employment		Brief description of challenge(s) with the processing of the appointment
			From	To	

Signature: Deputy Director: HRA&P

Signature: CPC Recipient Officer

Date: _____

Date: _____

7. The CPC will conduct a compliance verification exercise where-after-
- Cases complying with the prescribed requirements will be processed for authorisation by Treasury; **or**
 - Worksheets identifying outstanding documents will be faxed/ emailed to the relevant District Deputy Director: HRA & P. These outstanding documents must be submitted within three (3) working days to the CPC by means of the SA Post Office: Courier Service to process the appointment for authorisation by Treasury; **or**
 - District Deputy Directors: HRA & P will be called to the CPC to develop special submission(s) to regularise irregular administrative action under guidance.



Province of the
EASTERN CAPE
EDUCATION

SUBJECT:

OUTSTANDING EDUCATOR/ EMPLOYEE APPOINTMENTS AND SALARY PAYMENTS

8. In cases of Educators, who previously resigned/ retired or whose services were terminated, due to misconduct, District Directors must ensure that compelling reasons for the re-appointment of such educators are provided in the written requests normally submitted in this regard.
9. This must be regarded as another and final effort by the Department to eradicate backlogs and to solve problems regarding the payment of outstanding salaries to educators/employees. Any case not declared **by 05 August 2016** and discovered later will be regarded as negligence and appropriate consequence management procedures will be implemented.

Your full co-operation in this regard will be appreciated.

ACTING HEAD OF DEPARTMENT
MS. S.N. NETSHILAPHALA

DATE: 29/07/2016