



**TO: ALL EMPLOYEES OF ECDōE
DEPUTY DIRECTOR-GENERALS
CHIEF DIRECTORS
DIRECTORS
ALL LABOUR UNIONS**

FROM: HEAD OF DEPARTMENT

**SUBJECT: IMPLEMENTATION OF THE SIGNED STAFF MIGRATION AGREEMENT FOR
OFFICE-BASED EMPLOYEES AS SALARY LEVEL 1- 12 INCLUDING OSD POSTS**

1. PURPOSE

To communicate a revised plan to which the Department will manage the migration of all office-based employees of the Department who are at salary level 1 – 12.

2. BACKGROUND

The Department resumed a process of migrating of all staff members from the old organisational structure to the new approved organisational and staff establishment structure. All Senior Management Service staff were migrated and placed. However, whilst the Department was putting measures and controls for the migration of the lower level staff, the COVID-19 pandemic hit globe. South Africa, particularly the Eastern Cape Department of Education was also affected by the pandemic and as a result of that the Department was compelled to close offices and only allow systems related to essential services to continue.

As the Lockdown restrictions are relaxed and employees are gradually brought back to work; some of the work that was supposed to commence in quarter one of this financial year including the migration of staff must resume. It is very important to resuscitate an engagement with organised labour for the Department to advise on the way forward on activities related to the implementation of the staff migration agreement as jointly supported by the both the Management of the Department and Organised Labour that represented in the Department.



Before National Lockdown, all employees were provided with the amended Choice Form, the Approved Organisational Structures and Job Profiles were distributed to all Branch Heads and Chief Directorates to support the process of migration.

In ensuring control of the process the Department will embark on gradual implementation of the new organisational structure. This actually means that not all salary levels will be attended at the same time. The process will resume with all Chief Education Specialists (CES) and Deputy Director (DD) posts. The Migration of staff below this level will resume later as per the Management Plan depicted below.

The Management Plan that is mapping the activities related to the migration processes has been amended and is depicted below:

Below is the amended Management Plan:

Activity	Delivery Date
1. The Management of the Department to convene a meeting with all Organised Labour organisations represented in the Department. (The meeting will include a presentation of the process that will be followed)	06/08/2020
PHASE 1: CES, DD, DCES, ASSISTANT DIRECTOR & SES	
2. Preparation of the advocacy of Migration (Employees are given a chance to review their choice form until 31/08/2020)	24-28/08/2020
3. Advocacy on migration of staff	31/08 – 04/09/2020
4. Placement Recommending Panels to recommend for placements of CES, DD, DCES, Assistant Director & SES (Chairpersons to ensure that all participants inclusive of labour unions (as recognised by PSCBC, GPSSBC & ELRC) are formally invited on time)	07 – 25/09/2020
5. Placement Committee meeting be convened and attend to CES, DD, DCES, Assistant Director & SES (Chairperson to ensure that all participants inclusive of labour unions (as recognised by PSCBC, GPSSBC & ELRC) are formally invited on time)	28/09 - 09/10/2020



6. Issuing of Placement Letters for CESs, DDs, DCEs, Assistant Directors & SESs	12/10/2020
7. Management of Appeals for CESs, DDs, DCEs, Assistant Director & SES	19- 23/10/2020
8. Mop- up of Phase 1 processes	26/10 - 13/11/2020
9. Formal Report on placement of the CESs, DDs DCEs, Assistant Directors & SESs be provided to the Head of Department	16/11/2020
PHASE 2: SALARY LEVEL 5 – 8	
10. Placement Recommending Panels to recommend for placements of Salary Level 5 -8 (Chairpersons to ensure that all participants inclusive of labour unions (as recognised by PSCBC, GPSSBC & ELRC) are formally invited on time)	23/11-11/12/2020
11. Placement Committee meeting be convened and attend to Salary Level 5 -8 (Chairperson to ensure that all participants inclusive of labour unions (as recognised by PSCBC, GPSSBC & ELRC) are formally invited on time)	11 – 22/01/2021
12. Issuing of Placement Letters for Salary Level 5 -8	25/01/2021
13. Management of Appeals for Salary Level 5 -8	03/02/2021
14. Mop- up of Phase 1 processes	15-19/02/2021
15. Formal Report on placement of the Salary Level 5 -8 be provided to the Head of Department	22/02/2021
PHASE 3: SALARY LEVEL 1 - 4	
16. Placement Recommending Panels to recommend for placements of Salary Level 5 -8 (Chairpersons to ensure that all participants inclusive of labour unions (as recognised by PSCBC, GPSSBC & ELRC) are formally invited on time)	22/02 -05/03/2021
17. Placement Committee meeting be convened and attend to Salary Level 5 -8 (Chairperson to ensure that all participants inclusive of labour unions (as recognised by PSCBC, GPSSBC & ELRC) are formally invited on time)	08-19 /03/2021
18. Issuing of Placement Letters for Salary Level 5 -8	22/03/2021
19. Management of Appeals for Salary Level 5 -8	31/03 - 09/04/2021



20. Mop- up of Phase 3 processes	12-16/04/2021
21. Formal Report on placement of the Salary Level 5 -8 be provided to the Head of Department	19/04/2021
22. Assessment and Evaluation of the staff Migration Processes.	03-31/05/2021

3. Top Management Members are required to ensure that this management plan is brought to the attention of all staff members in their respective units.

4. Your commitment and support will be highly appreciated during this period of transition in the Department.

Kind Regards



TS KOJANA
HEAD OF DEPARTMENT



DATE