



INCLUSIVE EDUCATION

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INTERNAL MEMORANDUM

TO : CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTOR
DEPUTY DIRECTOR: HRA
CES: SAPS/ESSS
SPECIAL SCHOOL PRINCIPALS

FROM : ACTING HEAD OF DEPARTMENT

SUBJECT : FINAL SUBMISSION FOR HISTORICAL OVERTIME
AND OTHER ALLOWANCES TO SUPPORT STAFF IN SPECIAL
SCHOOLS

DATE : 24 MAY 2021

1. The memorandum has reference to the last and final submission for historical overtime and other allowances to Support Staff in all affected Special Schools.
2. Previous attempts to capture, verify the legibility of claims and to consolidate data failed due to a lack of collaboration and role confusion between Head Office and District offices.
3. This memorandum is a final attempt to clarify the responsibilities and ensure that this project is a success and we can lay to rest all labour disturbances resulting from this contentious matter.
4. The collaboration required through the office of the Cluster Chief Director and District Director includes the following:
 - 4.1 Ensuring that all Special School Principals timeously submit the correct data, inclusive of all the portfolio of evidence to the District HRA & P office
 - 4.2 Ensuring that that District offices are instructed that the capturing, verification and collation and the submission of historical overtime claims is the responsibility of the Human Resource Administration & Planning (HRA & P) component at District offices.
 - 4.3 Ensuring that all documentation and/or data already captured by Head Office officials be collected and completed.



4.4 In an attempt to eliminate role confusion and ensure accountability we kindly request that officials (a minimum of 6 from the Human Resource Administration & Planning (HRA & P) component) be given written instructions to collect, verify data as to legibility of claims and collate the information from Specials Schools in the Cluster/District before it is submitted in the form of a completed submission costed to Head Office.

Kindly note that the final costed submission with total amounts be submitted must include overtime and other allowances up to and including the 5th of June 2021.

Yours in education excellence.

DR AS NUKU
ACTING HEAD OF DEPARTMENT

26/5/2021
DATE