



OFFICE OF THE HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: **MR. S. MNGUNI**. Tel: 040 608 4028, Email: sihle.mnguni@ecdoe.gov.za
Website: www.ecdoe.gov.za

INTERNAL MEMORANDUM

**TO: ALL DDG'S
ALL SMS MEMBERS
ALL EMPLOYEES OF THE ECDoE
ORGANIZED LABOUR**

FROM: HEAD OF DEPARTMENT

DATE: 2 NOVEMBER 2021

**SUBJECT: WORKING ARRANGEMENTS DURING COVID-19
LOCKDOWN ADJUSTED ALERT LEVEL 1**

1. INTRODUCTION

- 1.1 This internal memorandum must be read in conjunction with DPSA Circular no. 9 of 2021 and the Eastern Cape Department of Education internal memorandum dated 11 August 2021.
- 1.2 I have observed with concern that rotation as a mitigation measure on the negative impact of COVID-19 to individual employees is being abused by some and therefore compromises service delivery. Many employees do not adhere to their work obligations. This behaviour leaves much to be desired and must stop with immediate effect.

2. PURPOSE

- 2.1 The purpose of this memorandum is to clarify the working arrangements within the Eastern Cape Department of Education during Lockdown Alert Level 1.
- 2.2 More importantly is the need to clarify the occupancy rate in relation to social distance and alternative work arrangements like rotation.



- 2.3 This is a call to all Eastern Cape Department of Education employees to report for duty on a daily basis in line with their conditions of employment unless directed otherwise as per the working arrangements detailed below.

3. Working Arrangements during Alert Level 1

The following working arrangements shall apply to all office based employees and Public Service Act employees in schools. Educators in schools shall observe the contents of DBE Circular 4 of 2021

- 3.1 From the date of signing of this memorandum the occupancy rate will be aligned to the calculation of one and a half meter (1,5m) social distance between employees in any office or working space.
- 3.2 In implementing 3.1 above each Supervisor/Manager/Senior Manager working with the elected Occupational Health and Safety Representative of the Unit/Chief Directorate and union representatives in that plant/ workplace must measure the social distance of 1,5m between employees in that specific office, agree on a number of employees to be at work at any given time in line with the 1,5m social distance and develop alternative work arrangements in the event not all employees cannot be accommodated at one time.
- 3.3 Rotation will only be applicable in cases where the 1.5m social distance cannot accommodate the full staff compliment of that particular office.
- 3.4 Rotation will only apply on a day to day basis per employee and no employee will be away from his or her workstation for more than two days.
- 3.5 Employees on rotation are not on leave. They are expected to perform certain duties as determined by their supervisors. An employee on rotation may be recalled at any time by the supervisor if a need to perform certain activities in the workplace arises.
- 3.6 Each Chief Directorate must keep a schedule of rotation.
- 3.7 SMS members must report for duty daily unless directed otherwise by their branch heads and supervisors.
- 3.8 Leave measures as provided for shall remain in force at all times.
- 3.9 Working times and signing of attendance registers must be observed at all times.
- 3.10 All senior managers must ensure compliance with the contents of this memorandum.



- 3.11 DDG's, Chief Directors, Directors and all line function supervisors must make sure that attendance to work is not compromised. All employees must sign attendance registers, apply for leave when necessary and remain in their workstations during working hours.**
- 3.12 Each Chief Director must by end of business on Tuesday, 2 November 2021 submit to their respective DDG's the following information per directorate:**
- a) Number of employees back at work;**
 - b) Number of offices granted rotation in line with 3.2, 3.3, 3.4 and 3.5 above.**

The contents of this memorandum must be brought to the attention of all employees.

Yours sincerely,

DR N. MBUDE
HEAD OF DEPARTMENT

02/11/21
DATE