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GOVERNMENT NOTICE.

DEPARTEMENT VAN ONDERWYS, KUNS EN WETENSKAP.

R. 75.] [20 Januarie 1961.

Die Minister van Onderwys, Kuns en Wetenskap het kragtens die bevoegdheid hom verleen by artikel drie-entertig van die Wet op Beroepsonderwys, 1955 (Wet No. 70 van 1955)—

- (a) die regulasies afgekondig by Goewermentskennisgewings No. 595 van 29 Maart 1956, soos gewysig by Goewermentskennisgewings No. 1364 van 6 September 1957, No. 1229 van 22 Augustus 1958, No. 1733 van 21 November 1958, No. 35 van 2 Januarie 1959, No. 697 van 8 Mei 1959, No. 834 van 29 Mei 1959, No. 1277 van 14 Augustus 1959 en No. 853 van 17 Junie 1960, gewysig deur die woordbepalings „besoldiging”, „herberg”, „hoofkwartier”, „huishouding”, „maand”, „persoonlike besittings”, „salaris of loon” en „verblyftoelaes” in regulasie 1, die woorde „persone in diens by” in regulasie 2 en die tweede voorbehoudsbepaling in regulasie 6 van Deel I, Dele VI, VII, VIII, IX, regulasies 20 tot 25 van Deel X en Deel XIII te skrap; en

- (b) die volgende regulasies uitgevaardig:—

WET OP BEROEPSONDERWYS, 1955 (WET No. 70 VAN 1955): REGULASIES MET BETREKKING TOT PERSONEEL IN DIENS BY BEROEPSKOLE, STAATSONDERSTEUNDE BEROEPSKOLE, VOORTSETTINGS- EN DEELTYDSE KLASSE.

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DEEL I.

WOORDOMSKRYWING EN ALGEMEEN.

WOORDOMSKRYWING.

1. In hierdie regulasies beteken „die Wet” die Wet op Beroepsonderwys, 1955 (Wet No. 70 van 1955), en het enige uitdrukking waaraan 'n betekenis in die Wet geheg is, dieselfde betekenis en, tensy dit strydig is met die sinsverband, beteken—

„beampte”, 'n persoon (uitgesonderd 'n beampte in die Staatsdiens) wat op die vaste diensstaat, anders as in 'n tydelike of deeltidse hoedanigheid of op kontrak vir 'n beperkte tydperk aangestel is;

GOEWERMENSKENNISGEWING.

DEPARTMENT OF EDUCATION, ARTS AND SCIENCE.

No. R. 75.] [20 January 1961.

The Minister of Education, Arts and Science has, by virtue of the powers vested in him by section *thirty-three* of the Vocational Education Act, 1955 (Act No. 70 of 1955)—

- (a) amend the regulations published by Government Notices No. 595 of the 29th March, 1956, as amended by Government Notices No. 1364 of the 6th September, 1957, No. 1229 of the 22nd August, 1958, No. 1733 of the 21st November, 1958, No. 35 of the 2nd January, 1959, No. 697 of the 8th May, 1959, No. 834 of the 29th May, 1959, No. 1277 of the 14th August, 1959, and No. 853 of the 17th June, 1960, by the deletion of the definitions “accommodation”, “headquarters”, “household”, “month”, “pay”, “personal effects”, “protectorates”, “salary or wage”, and “subsistence allowance” in regulation 1, the words “and to persons employed at” in regulation 2 and the second proviso of regulation 6 of Part I, Parts VI, VII, VIII, IX, regulations 20 to 25 of Part X and Part XIII; and

- (b) made the following regulations:—

VOCATIONAL EDUCATION ACT, 1955 (ACT No. 70 OF 1955): REGULATIONS REGARDING STAFF EMPLOYED AT VOCATIONAL SCHOOLS, STATE-AIDED VOCATIONAL SCHOOLS, CONTINUATION AND PART-TIME CLASSES.

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PART I.

DEFINITIONS AND GENERAL.

DEFINITIONS.

1. In these regulations, “the Act” means the Vocational Education Act, 1955 (Act No. 70 of 1955), and any term to which a meaning has been assigned in the Act shall have the same meaning unless inconsistent with the context—

“calendar year” means a period of 12 consecutive calendar months extending from the 1st January to the 31st December of a year, both days included;

- „diens”, enige onafgebroke voltydse diens by 'n skool of klasse in enige hoedanigheid;
- „doserende personeel”, die prinsipaal, afdelingshoof, vise-prinsipaal, senior lektor en enige ander persoon wat onderwyspligte vervul;
- „kalenderjaar”, 'n tydperk van twaalf agtereenvolgende kalendermaande wat strek van 1 Januarie tot en met 31 Desember van 'n jaar;
- „klasse”, voortsettingsklasse of deeltydse klasse of albei;
- „maand”, 'n tydperk wat strek vanaf 'n datum in een kalendermaand tot die datum wat die ooreenstemmende datum in die volgende kalendermaand voorafgaan, albei datums inbegrepe; hierdie beginsel word toegepas by die vasstelling van enige tydperk wat in maande uitgedruk word;
- „nywerheidskool”, 'n nywerheidskool soos omskryf in artikel een van die Kinderwet, 1960 (Wet No. 33 van 1960);
- „ou regulasies”, die regulasies wat ingevolge die bepalings van die Wet op Beroepsonderwys, 1928 (Wet No. 29 van 1928), uitgevaardig is;
- „prinsipaal”, die persoon wat met die goedkeuring van die Minister of die Sekretaris, na gelang van die geval, aangestel is om die funksies van 'n prinsipaal soos in regulasie 2 van Deel II omskryf, te vervul;
- „salarisverhoging”, die goedgekeurde bedrag waarmee 'n salaris volgens die toepaslike skaal verhoog kan word;
- „salarisverhogingstydperk”, 'n tydperk van twaalf maande of 'n ander goedgekeurde tydperk wat met betrekking tot enige beampte of werknemer moet verstryk voordat sy salaris volgens die skaal wat op hom van toepassing is, verhoog kan word;
- „skool”, 'n beroepskool wat in artikels twee, drie of ses van die Wet genoem word;
- „skoolkwartaal”, die tydperk wat as sodanig vasgestel is in 'n kalender wat deur die Sekretaris vir die besondere skool of groep skole ten opsigte van die betrokke jaar opgestel is;
- „skoolvakansie”, die tydperk wat tussen twee agtereenvolgende skoolkwartale val;
- „spesiale skool”, 'n spesiale skool soos omskryf in artikel een van die Wet op Buitengewone Onderwys, 1948 (Wet No. 9 van 1948);
- „vaste diensstaat”, die betrekkings goedgekeur deur die Minister as noodsaaklik vir die normale en gereelde vereistes van 'n skool of klasse, en sluit in alle onderwys- en ander betrekkings wat ten volle of gedeeltelik deur die Departement gesubsidieer word;
- „verbeteringskool”, 'n verbeteringskool soos omskryf in artikel een van die Kinderwet, 1960 (Wet No. 33 van 1960);
- „werknemer”, 'n persoon wat in diens is by 'n beroepskool, staatsondersteunde beroepskool, of klasse op 'n tydelike grondslag of op kontrak vir 'n vaste tydperk wie se volle tyd tot beskikking van 'n skool is en sluit 'n huisbediende en 'n arbeider in.

TOEPASSING VAN REGULASIES.

2. Tensy uitdruklik anders bepaal, is hierdie regulasies van toepassing op alle persone in diens by beroepskole, staatsondersteunde beroepskole, voortsettings- en deeltydse klasse.

OORDRAG VAN BEVOEGDHEDE.

3. (1) Die Minister kan enigeen van die bevoegdhede by hierdie regulasies aan hom verleen, aan die Sekretaris of 'n ander beampte van die Departement oordra; insgelyks kan die Sekretaris bevoegdhede by hierdie regulasies aan hom verleen, oordra aan 'n ander beampte van die Departement.

(2) Die Minister of die Sekretaris kan 'n delegasie wat

- “classes” means continuation or part-time classes or both;
- “employee” means any person employed at a vocational school, state-aided vocational school, or at classes on a temporary basis or under contract for a fixed period whose whole time is at the disposal of a school and includes a domestic servant and a labourer;
- “fixed establishment” means the posts approved by the Minister as necessary for the normal and regular requirements of a school or classes and includes all teaching and other posts which are subsidised in full or in part by the Department;
- “incremental period” means a period of twelve months or another approved period which must lapse in regard to any officer or employee before his salary may be increased in accordance with the scale applicable to him;
- “month” means a period extending from a date in one calendar month to the date preceding the corresponding date in the following calendar month, both dates included; this principle shall be applied in the determination of any period expressed in months;
- “old regulations” means the regulations promulgated under the provisions of the Vocational Education Act, 1928 (Act No. 29 of 1928);
- “officer” means a person (other than an officer in the Public Service) who is appointed on the fixed establishment otherwise than in a temporary or part-time capacity or on contract for a limited period;
- “pay” means the salary or wage normally payable to an officer or employee when on duty and includes allowances which do not form part of salary or wage, due regard being had to regulations pertaining to and directions in connection with such allowances issued by the Commission or the Treasury or by the Treasury on the recommendation of the Commission;
- “principal” means the person appointed with the approval of the Minister or the Secretary as the case may be, to perform the functions of a principal as defined in regulation 2 of Part II;
- “reform school” means a reform school as defined in section one of the Children's Act, 1960 (Act No. 33 of 1960);
- “salary increment” means the approved amount by which a salary may be increased according to the appropriate scale;
- “school” means a vocational school referred to in sections two, three or six of the Act;
- “school of Industries” means a school of industries as defined in section one of the Children's Act, 1960 (Act No. 33 of 1960);
- “school term” means the period fixed as such in the calendar drawn up by the Secretary for a particular school or group of schools for the year in question;
- “school holidays” means the period intervening between two consecutive school terms;
- “service” means any continuous whole-time service at a school or classes in any capacity;
- “teaching staff” means the principal, head of section, vice-principal, senior lecturer, and any other person performing educational duties.

APPLICABILITY OF REGULATIONS.

2. Except where otherwise indicated, these regulations are applicable to persons employed at vocational schools, state-aided vocational schools, continuation classes and part-time classes.

DELEGATION OF POWERS.

3. (1) The Minister may delegate any of the powers vested in him by these regulations to the Secretary or other officer of the Department; the Secretary may likewise delegate any powers vested in him by these regulations to any other officer of the Department.

(2) The Minister or the Secretary may at any time

BUITENGEWONE GEVALLE.

4. As die omstandighede van 'n geval na die oordeel van die Minister 'n afwyking van die bepalings van hierdie regulasies regverdig, kan hy die geval behoudens die bepalings van die Wet, na goeëdunke behandel; met dien verstande dat geen handeling kragtens hierdie regulasie ten opsigte van enige persoon tot sy nadeel mag strek nie; voorts met dien verstande dat ten opsigte van 'n persoon in artikel *sewentien* van die Wet genoem, die aanbeveling van die Kommissie vooraf verkry word.

DEEL II.

DIENSVORWAARDES VAN PERSONEEL IN
DIENS VAN BEROEPSKOLE.

TOEPASSING VAN STAATSDIENSREGULASIES.

1. Behoudens spesiale voorsiening in hierdie regulasies gemaak is die Staatsdiensregulasies soos afgekondig by Goewermentkennissgewing No. 2203 van 7 Desember 1925 en No. 2047 van 11 Desember 1959 en enige wysiging daarvan wat kragtens artikel *sewentien* van die Wet vir die doel, deur die Minister goedgekeur word, ten opsigte van die aanstelling, gradering, besoldiging, bevordering, ontslag, tug, gedrag, bevoegdhede, pligte, verlof, verblyftoelae, amptelike reise, vervoer, oorpasingskoste, vervoervoorregte, diensure, bywoningsregister, werksweek, oortydbesoldiging, toewysing aan en bewoning van offisiële wonings en ander diensvoorwaardes van persone in die Staatsdiens *mutatis mutandis* van toepassing op persone in diens by beroepskole: Met dien verstande dat—

- (a) 'n verwysing in die Staatsdiensregulasies na 'n aanbeveling van die Kommissie vir dié doel geag word 'n verwysing te wees na die goedkeuring van die Sekretaris;
- (b) paragraaf (a) nie van toepassing is nie—
 - (i) waar bepaal word dat die aanbeveling van die Kommissie gepaard gaan met die goedkeuring van of raadpleging met die Tesourie;
 - (ii) ten opsigte van die verlofvoorregte van werknemers wie se diensvoorwaardes in ooreenstemming met nywerheids- of dergelike ooreenkomste vasgestel is, asook op die verlof voorregte van halfgeskikte arbeiders; en
 - (iii) ten opsigte van afwykings van die regulasies betreffende die toestaan van vakansie- en siekteverlof sonder betaling.

BEHEER VAN BEROEPSKOOLO.

2. (1) Die beheer van 'n beroepskool berus by 'n prinsipaal, wat toesig hou oor die algemene administrasie, leiding gee in verband met die onderrig- en ander werksaamhede van die skool en direk aan die Sekretaris verantwoordelik is. Hy hou algemene toesig oor die werksaamhede van die ander doserende personeel, die administratiewe, klerklike en magasynpersoneel, huismoeders, plaasvoormanne en ander personeel wat aangestel is toegewys is om hom by te staan by die uitvoering van die bepalings en nakoming van die vereistes van enige wet, regulasie, reëls en voorskrifte wat op 'n beroepskool van toepassing is en, indien deur die Sekretaris verlang, gee hy onderwys.

(2) Elke ander beampte of werknemer by 'n beroepskool staan onder die beheer van die prinsipaal en moet benewens die voorskrifte van die Wet en hierdie regulasies en die pligte gewoonlik verbonde aan sy pos, die pligte in verband met die sport, organisasie van spele, kadetwerk, debatsverenigings en ander groepwerksaamhede wat die prinsipaal van tyd tot tyd van hom verlang, uitvoer. Verder is hy onderworpe aan enige reëls vir die huishoudelike beheer van die skool wat die prinsipaal opstel of uitreik.

AMPTELIKE VERBINDINGSKANALE.

EXCEPTIONAL CASES.

4. If in the opinion of the Minister the circumstances of a case justify a departure from the provisions of these regulations it may, subject to the provisions of the Act, be dealt with by him on such terms as he may deem fit: Provided that no action taken in terms of this regulation in respect of a particular person shall detrimentally affect him: Provided further that in respect of any person referred to in section *seventeen* of the Act, the prior recommendation of the Commission shall be obtained.

PART II.

CONDITIONS OF SERVICE OF PERSONS
EMPLOYED AT VOCATIONAL SCHOOLS.

APPLICABILITY OF THE PUBLIC SERVICE REGULATIONS.

1. Except where special provision has been made in these regulations, the Public Service Regulations published by Government Notice No. 2203 of the 7th December, 1925, and No. 2047 of the 11th December, 1959, and any amendments thereof which are approved for this purpose by the Minister in terms of section *seventeen* of the Act, in respect of the appointment, grading, pay, promotion, discharge, discipline, conduct, powers, duties, leave, subsistence allowances, official journeys and transport, transfer expenses, transport facilities, hours of attendance, attendance register, working week, overtime payment, allocation to and occupation of official quarters and other conditions of service of persons in the Public Service, apply *mutatis mutandis* to persons in the service of vocational schools: Provided that—

- (a) a reference in the Public Service Regulations to a recommendation of the Commission shall for this purpose mean a reference to the approval of the Secretary;
- (b) paragraph (a) will not be applicable—
 - (i) where it is indicated that the recommendation of the Commission is coupled with the approval of, or made in consultation with, the Treasury;
 - (ii) in respect of the leave privileges of employees whose conditions of service are determined in accordance with industrial or similar agreements and to the leave privileges of semi-fit labourers; and
 - (iii) in respect of a departure from the regulations concerning the granting of vacation and sick leave without pay.

CONTROL OF VOCATIONAL SCHOOL.

2. (1) The control of a vocational school shall be vested in a principal, who shall supervise the general administration and direct the instructional and other activities of the school and he shall be directly responsible to the Secretary. He shall exercise general supervision over the work of the other teaching staff, administrative, clerical and stores staff, housemothers, farm foreman and other staff appointed or assigned to assist him in the carrying out of the provisions and compliance with the requirements of any act, regulation, rule and instruction which is applicable to a vocational school and shall, if required to do so by the Secretary, undertake teaching duties.

(2) Every other officer and employee at a vocational school shall be under the control of the principal and shall, in addition to what may be laid down in the Act and these regulations, and the duties ordinarily assigned to his post, perform such duties in connection with sport, organisation of games, cadet work, debating societies and other group activities as the principal may from time to time require. In addition he shall be subject to any rules for the internal control of the school which may be framed or issued by the principal.

OFFICIAL CHANNELS OF COMMUNICATION.

verband met sy pligte wat vir die Departement of vir 'n ander staatsdepartement bedoel is, deur bemiddeling van die prinsipaal aan die Sekretaris gerig word.

BEAMPTTE OF WERKNEMER PLAAS AL SY TYD TOT BESKIKKING VAN DIE DEPARTEMENT.

4. 'n Beampte of werknemer moet al sy tyd tot die beskikking van die Departement plaas en benewens die pligte aan sy pos toegewys, mag hy geen besoldigde werk verrig of hom verbind om sodanige besoldigde werk vir 'n ander persoon te verrig sonder die goedkeuring van die Sekretaris nie.

AANSTELLINGS OP PROEF.

5. (1) 'n Aanstelling in, oorplasing of bevordering na 'n pos op die vaste diensstaat geskied op proef vir minstens twaalf maande as die Sekretaris aldus bepaal: Met dien verstande dat as 'n beampte wat diens op proef doen, oorgeplaas of bevorder word na 'n ander pos, 'n korter dienstyd op proef in die nuwe pos bepaal kan word, wat, saam met die proeftyd in diens in die vorige pos minstens twaalf maande is.

(2) Die proeftyd van 'n beampte word verleng met die getal dae verlof wat hy gedurende die proeftyd of enige verlenging daarvan geneem het.

(3) As die prinsipaal sertifiseer dat gedurende die proeftyd of verlengde proeftyd die betrokke beampte ywerig en sy gedrag deurgaans bevredigend was en dat hy in alle opsigte geskik is vir die pos wat hy beklee, kan die Sekretaris of 'n beampte aan wie die Minister die bevoegdheid om aanstellings, oorplasinge of bevorderings te doen, gedelegeer het, as die beampte voldoen het aan al die voorwaardes waaraan sy aanstelling, oorplasing of bevordering onderworpe was, die aanstelling, oorplasing of bevordering bekragtig.

(4) As 'n aanstelling, oorplasing of bevordering op proef nie bekragtig word nie kan die Minister—

(a) die proeftyd verleng, of

(b) in die geval van 'n persoon wat onmiddellik voor sy oorplasing of bevordering op proef 'n beampte was, maar wat nie 'n beampte op proef was nie, hom terugplaas na die pos wat hy tevore beklee het, of na 'n pos van gelyke gradering, en na die salaris wat hy in sy vorige pos sou bereik het, as sy oorplasing of bevordering op proef nie bekragtig word nie.

(5) Behoudens die bepalinge van paragraaf (b) van subregulasie (4), kan die Minister 'n beampte wat op proef dien ontslaan—

(a) deur hom 'n kalendermaand kennis te gee, of

(b) onverwyld as sy dienste onbevredigend is.

KLASSIFIKASIE VAN ONDERWYSERS.

6. (1) Onderwysers word vir doeleindes van bepaling van salarisskale in die volgende kategorieë geklassifiseer:—

(a) Blanke Onderwysers:—

Kategorie. Opvoedkundige vereistes.
Matrikulasie of gelykstaande sertifikaat plus daarna—

A..... Een jaar akademiese of vakkundige opleiding.
B..... Twee jaar akademiese of vakkundige opleiding.
C..... Drie jaar akademiese of vakkundige opleiding.
D..... Vier jaar akademiese of vakkundige opleiding.
E..... Vyf jaar akademiese of vakkundige opleiding.
F..... Ses jaar akademiese of vakkundige opleiding.

(b) Indiëronderwysers:—

Kategorie. Opvoedkundige vereistes.
Matrikulasie of gelykstaande sertifikaat plus daarna—

A..... Een jaar akademiese of vakkundige opleiding.
B..... Twee jaar akademiese of vakkundige opleiding.
C..... Drie jaar akademiese of vakkundige opleiding.
D..... Vier jaar akademiese of vakkundige opleiding.
E..... Vyf jaar akademiese of vakkundige opleiding.
F..... Ses jaar akademiese of vakkundige opleiding.

(c) Kleurlingonderwysers:—

Kategorie. Opvoedkundige vereistes.
A..... Laer primêre sertifikaat vir Kleurlingonderwysers; of derdeklas-onderwysersertifikaat; of derdeklas-onderwysersertifikaat (junior); of derde-

in connection with his duties and which are intended for the Department or for another Government Department, shall be submitted to the Secretary through the principal.

OFFICER OR EMPLOYEE PLACES WHOLE TIME AT THE DISPOSAL OF THE DEPARTMENT.

4. An officer or employee shall place the whole of his time at the disposal of the Department and may not in addition to the duties assigned to his post, perform or engage himself to perform remunerative work for another person without the approval of the Secretary.

APPOINTMENTS ON PROBATION.

5. (1) An appointment, transfer or promotion to a post on the fixed establishment shall be on probation for not less than twelve months if the Secretary so determines: Provided that if an officer who is serving on probation is transferred or promoted to another post, a lesser period of service on probation may be determined in the new post, which, together with the period of probation served in the former post, shall not be less than twelve months.

(2) The probationary period of an officer shall be extended by the number of days leave taken by him during the period of probation or any extension thereof.

(3) If the principal certifies that during the period of probation or extended probation the officer concerned has been diligent and his conduct uniformly satisfactory and that he is in all respects suitable for the post which he holds, the Secretary or an officer to whom the Minister has delegated the power of appointment, transfer or promotion, may, if the officer has complied with all the conditions to which his appointment, transfer or promotion were subject, confirm the appointment, transfer or promotion.

(4) If the probationary appointment, transfer or promotion is not confirmed the Minister may—

(a) extend the period of probation; or

(b) in the case of an officer who immediately prior to his probationary transfer or promotion was an officer, not being a probationary officer, revert him to the post formerly held by him, or to a post of equivalent grading and to the pay he would have attained in his former post if his probationary transfer or promotion be not confirmed.

(5) Subject to the provisions of paragraph (b) of subregulation 4, the Minister may discharge an officer serving on probation—

(a) by giving him a calendar month's notice; or

(b) forthwith, if his service is unsatisfactory.

CLASSIFICATION OF TEACHERS.

6. (1) Teachers shall be classified in the following categories for the purpose of determining their salary scales:—

(a) European Teachers—

Category. Educational Requirements.
Matriculation certificate or its equivalent plus thereafter—

A..... One year academic or professional training.
B..... Two years academic or professional training.
C..... Three years academic or professional training.
D..... Four years academic or professional training.
E..... Five years academic or professional training.
F..... Six years academic or professional training.

(b) Indian Teachers—

Category. Educational Requirements.
Matriculation certificate or its equivalent plus thereafter—

A..... One year academic or professional training.
B..... Two years academic or professional training.
C..... Three years academic or professional training.
D..... Four years academic or professional training.
E..... Five years academic or professional training.
F..... Six years academic or professional training.

(c) Coloured Teachers—

Category. Educational Requirements.
A..... Lower primary certificate for Coloured teachers; or third-class teacher's certificate; or third-class teacher's certificate (junior); or third-class

Kategorie.	Opvoedkundige vereistes.
AA.....	Hoër primêre sertifikaat vir Kleurlingonderwysers; of enige kwalifikasie wat vir graad A voorgeskryf is, plus senior sertifikaat; of goedgekeurde gelykwaardige kwalifikasies.
B.....	Laer primêre sertifikaat vir Kleurlingonderwysers plus senior sertifikaat plus voldoening aan minstens die helfte van die vereistes van 'n universiteitsgraad; of hoër primêre sertifikaat vir Kleurlingonderwysers plus senior sertifikaat; of gevorderde primêre sertifikaat vir Kleurlingonderwysers; of goedgekeurde gelykwaardige kwalifikasies.
C.....	Laer primêre sertifikaat vir Kleurlingonderwysers plus 'n universiteitsgraad; of 'n hoër primêre sertifikaat vir Kleurlingonderwysers plus senior-sertifikaat plus voldoening aan minstens die helfte van die vereistes van 'n universiteitsgraad; of goedgekeurde gelykwaardige kwalifikasies.
D.....	Hoër primêre sertifikaat vir Kleurlingonderwysers plus 'n universiteitsgraad; of 'n universiteitsgraad plus die suksesvolle voltooiing van 'n eenjarige nagraadse opleidingskursus; of goedgekeurde gelykwaardige kwalifikasies.
E.....	'n Universiteitsgraad plus die suksesvolle voltooiing van twee jaar nagraadse opleiding; of goedgekeurde gelykwaardige kwalifikasies.
F.....	'n Universiteitsgraad plus die suksesvolle voltooiing van drie jaar nagraadse opleiding; of goedgekeurde gelykwaardige kwalifikasies.

(d) Bantoe-onderwysers:—

Kategorie.	Opvoedkundige vereistes.
A.....	Laer primêre sertifikaat vir Bantoe-onderwysers.
B.....	Hoër primêre sertifikaat vir Bantoe-onderwysers.
C.....	Matrikulasie plus 'n vakkundige sertifikaat.
D.....	Vier universiteitsgraadkursusse plus 'n vakkundige sertifikaat.
E.....	Agt universiteitsgraadkursusse plus 'n vakkundige sertifikaat.
F.....	Universiteitsgraad plus 'n vakkundige sertifikaat.

(2) Die waarde van kwalifikasies vir klassifikasiedoelindes word deur die Sekretaris bepaal en die aanvangsalaris bo die minimum van die onderskeie skaal word deur die Sekretaris vasgestel volgens die ervaring en kwalifikasies van elke beampte of werknemer.

(3) 'n Onderwyser wat nie in besit is nie van die minimum kwalifikasies vir enige kategorie in subregulasie (1) voorgeskryf, word op die salarisskaal vir kategorie A aangestel.

BEDANKINGS.

7. (1) 'n Beampte of werknemer wat 'n lid is van die doserende personeel kan uit sy betrekking bedank slegs met ingang van die end van 'n kalenderkwartaal of die ooreenstemmende skoolkwartaal, naamlik die laaste datum van die twee: Met dien verstande dat hy kennis daarvan gee nie later as aan die end van die voorafgaande skoolkwartaal nie.

(2) Tensy in sy aanstellingsvoorwaardes anders bepaal, gee 'n beampte of werknemer wat nie lid van die doserende personeel is nie, minstens 'n kalendermaand kennis van sy voorneme om uit sy betrekking te bedank.

(3) 'n Beampte of werknemer wat vir verlofdoeleindes onder Groep A of B van regulasie 1 van Deel III ingedeel is en wat minder as 'n skoolkwartaal diens voltooi het en wat uit sy betrekking bedank binne dertig dae na die aanvang van die daaropvolgende skoolkwartaal, is nie op betaling vir die vakansietydperk wat tussenin val geregtig nie tensy hy of diens verrig het vir die volle tydperk van gemelde skoolvakansie of verlof van afwesigheid ooreenkomstig Deel III toegestaan was vir dié gedeelte van die skoolvakansie wat hy nie diens verrig het nie.

(4) Die Sekretaris kan in elke geval waar die omstandighede dit na sy mening regverdig, 'n korter tydperk van kennisgewing as dié wat in subregulasie (1) en (2) voorgeskryf is, aanvaar.

KENNIS BY ONTSLAG.

8. (1) Die dienste van 'n beampte of werknemer wat 'n lid is van die doserende personeel, en wat ontslaan word om enige rede in paragraaf (d) of (e) van artikel sewe-en-twintig van die Wet genoem, word beëindig slegs aan die end van 'n kalenderkwartaal of van die ooreenstemmende skoolkwartaal, naamlik die laaste datum van die twee: Met dien verstande dat sodanige lid minstens 'n skoolkwartaal kennis van sy ontslag kry.

(2) Wanneer 'n beampte wat nie lid van die doserende personeel is nie, ontslaan word in die omstandighede in subregulasie (1) bekrëftig kry hy minstens een maand ken-

Category.	Educational Requirements.
AA.....	Higher primary certificate for Coloured teachers; or any qualification prescribed for grade A plus senior certificate; or approved equivalent qualifications.
B.....	Lower primary certificate for Coloured teachers plus senior certificate plus the completion of at least half the requirements for a university degree; or higher primary certificate for Coloured teachers plus senior certificate; or primary teachers advanced certificate for Coloured teachers; or approved equivalent qualifications.
C.....	Lower primary certificate for Coloured teachers plus a university degree; or higher primary certificate for Coloured teachers plus senior certificate plus the completion of at least half the requirements for a university degree; or approved equivalent qualifications.
D.....	Higher primary certificate for Coloured teachers plus a university degree; or university degree plus the successful completion of a one-year post-graduate course of training; or approved equivalent qualifications.
E.....	University degree plus the successful completion of two years post-graduate training; or approved equivalent qualifications.
F.....	University degree plus the successful completion of three years post-graduate training; or approved equivalent qualifications.

(d) Bantu Teachers—

Category.	Qualifications.
A.....	Lower primary certificate for Native teachers.
B.....	Higher primary certificate for Native teachers.
C.....	Matriculation plus professional certificate.
D.....	Four university degree courses plus a professional certificate.
E.....	Eight university degree courses plus a professional certificate.
F.....	University degree plus a professional certificate.

(2) Qualifications for classification purposes shall be evaluated by the Secretary and the commencing salary in excess of the minimum of the respective scale shall be determined by the Secretary in accordance with the experience and qualifications of each officer or employee.

(3) A teacher who does not possess the minimum qualifications prescribed for any category in sub-regulation 1 is appointed on the salary scale for category A.

RESIGNATIONS.

7. (1) An officer or employee who is a member of the teaching staff may resign his appointment only as from the end of a calendar quarter or the end of the corresponding school term, whichever may be the later date; provided he gives notice thereof not later than the end of the preceding school term.

(2) Unless otherwise provided in the terms of his appointment, an officer or employee other than a member of the teaching staff, shall give at least one calendar month's notice of his intention to resign his appointment.

(3) An officer or employee who has been classified for leave purposes under Group A or B of regulation 1 of Part III and who has completed less than a school quarter service and who resigns his post within thirty days after the commencement of the succeeding school term, shall not be entitled to pay for the intervening school holiday unless he has performed duty for the full holiday period or unless leave of absence for that portion of the school holiday during which he did not perform duties, is granted in accordance with Part III.

(4) The Secretary may in any case, if in his opinion the circumstances warrant it, accept shorter notice than that specified in sub-regulations 1 and 2.

NOTICE OF DISCHARGE.

8. (1) The services of an officer or employee who is a member of the teaching staff and who is discharged for any reason mentioned in paragraph (d) or (e) of section twenty-seven of the Act, may be terminated only at the end of a calendar quarter or of the corresponding school term, whichever may be the later date: Provided that such member shall receive at least one school term's notice of his discharge.

(2) When an officer who is not a member of the teaching staff is discharged in the circumstances described in sub-regulation 1, he shall receive at least one calendar

KLASONDERRIG EN DIENSURE.

9. (1) Klasonderrig by 'n beroepskool word in die algemeen beperk tot 25 uur per week: Met dien verstande dat, waar werkwinkel- en ander praktiese opleiding ingesluit is, die ure tot 34 uur per week of 'n ander maksimum wat die Sekretaris bepaal, verleng kan word.

(2) Waar klasse so gereël is dat 'n lid van die doserende personeel by 'n beroepskool nie klasonderrig vir 25 uur of werkwinkel- en praktiese onderrig vir 30 uur per week of die ander ure wat die Sekretaris bepaal het, gee nie, kan van hom vereis word om ten opsigte van die tekort onderrig aan 'n deeltydse klas wat aan sodanige beroepskool verbonde is, te gee sonder om ekstra betaling daarvoor te ontvang.

(3) (a) Waar 'n lid van die doserende personeel in 'n deeltydse klas of sowel by 'n beroepskool as in 'n deeltydse klas onderrig gee vir tydperke wat tesame meer is as die weeklikse ure wat in subregulasie (2) voorgeskryf is, kan hy ten opsigte van die ekstra ure bykomende betaling ontvang teen die tarief wat op sodanige klasse van toepassing is: Met dien verstande dat sodanige bykomende betaling betaalbaar is slegs ten opsigte van onderrig wat in 'n deeltydse klas gegee is.

(b) By die berekening van die totale diensure per kwartaal waarvoor bykomende betaling betaal word, word gedeeltes van 'n uur van dertig minute of meer gereken as 'n uur en tydperke van minder as dertig minute buite rekening gelaat: Met dien verstande dat ekstra diens van minder as vyftien minute op 'n besondere dag buite rekening gelaat word.

(c) 'n Lid van die doserende personeel het geen aanspraak op bykomende betaling ten opsigte van enige ekstra diens wat deur hom verrig of van hom vereis word nie behalwe soos in regulasie 9 (3) (a) bepaal.

(4) Die diensure van beamptes en werknemers, uitgesonderd doserende personeel, is dié wat die prinsipaal of die Sekretaris bepaal.

AFSTAAN VAN BETALING.

10. 'n Beampte of werknemer kan nie sy betaling of 'n deel daarvan sonder die goedkeuring van die Sekretaris afstaan nie.

VERTROUlike AARD VAN DOKUMENTE RAKENDE
BEAMPTES EN WERKNEMERS.

11. Alle dokumente, lêers en korrespondensie met betrekking tot enigiets wat kragtens die Wet en hierdie regulasies gedoen kan word en wat die eiendom van die Regering is, is vertroulik van aard en 'n beampte en werknemer of hul regsvertegenwoordigers by enige ondersoek wat deur die Minister of die Sekretaris gelas is, het nie die reg op toegang daartoe of insae daarin nie: Met dien verstande dat 'n beampte en werknemer toegelaat mag word om dié toegang tot en insae in genoemde dokumente, lêers en korrespondensie te hê wat vir die verrigting van hul amptelike pligte nodig is: Met dien verstande voorts dat, in die geval waar die Sekretaris 'n ondersoek kragtens artikel *nege-en-twintig* of artikel *dertig* van die Wet gelas het, die bepalinge van artikel (15) van artikel *nege-en-twintig* van die Wet *mutatis mutandis* van toepassing is.

OORPLASING UIT DIENS VAN ANDER DEPARTEMENTE,
ADMINISTRASIES EN INRIGTINGS.

12. As 'n persoon wat voltyds in diens is van—

- (a) die Suid-Afrikaanse Spoorweë;
- (b) die Staatsdelwerye;
- (c) 'n provinsiale onderwysdepartement;
- (d) 'n erkende universiteit of universiteitskollege binne die Unie;
- (e) 'n onderwysinrigting wat ingestel is of as 'n staats-ondersteunde skool of inrigting erken is kragtens wette geadministreer deur die Departement;
- (f) 'n provinsiale administrasie en wat kragtens 'n provinsiale ordonnansie aangestel is; of
- (g) 'n staatsdepartement;

sonder 'n onderbreking van diens aangestel word in 'n onderwysbetrekking op die vaste diensstaat van 'n skool, word sodanige aanstelling vir die betaling van verblyftoe-

CLASS INSTRUCTION AND HOURS OF DUTY.

9. (1) Class instruction at a vocational school is in general limited to 25 hours per week: Provided that where workshop and other practical training is included, the hours may be increased to 34 hours per week or to such other maximum as the Secretary may determine.

(2) Where classes are so arranged that a member of the teaching staff at a vocational school does not give class instruction for 25 hours or workshop and practical instruction for 30 hours per week or such other hours as the Secretary may have determined, he may in respect of the shortfall be required to give instruction at a part-time class attached to such vocational school without receiving extra pay therefor.

(3) (a) Where a member of the teaching staff gives instruction at a part-time class or at both a vocational school and a part-time class for periods which in the aggregate exceed the weekly hours prescribed in sub-regulation 2, he may in respect of the excess be paid extra pay at the rates applicable to such classes: Provided that such extra pay will be payable only in respect of instruction given at a part-time class.

(b) In calculating the total hours of duty per quarter in respect of which extra pay is payable, portions of an hour of thirty minutes or more are reckoned as one hour and periods of less than thirty minutes are disregarded. Extra duty of less than fifteen minutes on a particular day is disregarded.

(c) A member of the teaching staff is not entitled to claim extra pay in respect of additional duties performed or required of him, except as is provided in regulation 9 (3) (a).

(4) The hours of duty of officers and employees other than the teaching staff are such as the principal or the Secretary may determine.

ASSIGNMENT OF PAY.

10. An officer or employee may not without the approval of the Secretary, cede the whole or part of his pay.

CONFIDENTIAL NATURE OF DOCUMENTS CONCERNING
OFFICERS AND EMPLOYEES.

11. All documents, files and correspondence concerning anything which may be done in terms of the Act and these regulations and which are the property of the Government, are of a confidential nature and officers and employees, or their legal representatives at any enquiry directed by the Minister or Secretary, shall not have the right of access thereto or inspection thereof: Provided that officers and employees may be permitted to have such access to and inspection of the documents, files and correspondence mentioned as may be necessary for the performance of their official duties: Provided further that, in the case where the Secretary directs an enquiry in terms of section *twenty-nine* or section *thirty* of the Act, the provisions of section (15) of section *twenty-nine* of the Act, shall apply *mutatis mutandis*.

TRANSFER FROM THE SERVICE OF OTHER DEPARTMENTS,
ADMINISTRATIONS AND INSTITUTIONS.

12. When a person who is in the full-time employment of—

- (a) the South African Railways;
- (b) the State Diggings;
- (c) a provincial education department;
- (d) a recognised university or university college within the Union;
- (e) an educational institution established or recognised as a state-aided school or institution under laws administered by the Department;
- (f) a provincial administration and who was appointed under a provincial ordinance; and
- (g) a Government Department,

is appointed without a break in service in a teaching post on the fixed establishment of a school, such appointment shall be regarded as a transfer for the payment of sub-

BYKOMENDE BETALING VAN TOELAES.

13. Daar kan nie aan 'n beampte of werknemer, benewens sy goedgekeurde betaling, enige toelaes, bonus, gratifikasie, honorarium of voorreg sonder die goedkeuring van die Sekretaris, op aanbeveling van die Kommissie, betaal of toegestaan word nie: Met dien verstande dat hierdie bepaling nie van toepassing is nie op enige toelaes of voorreg waarvan die betaling of toestaan gemagtig word ingevolge enige wet, regulasie of algemene voorskrif sonder dat dit aan sodanige goedkeuring onderworpe gemaak word.

DEEL III.

VERLOF: PERSONE IN DIENS BY BEROEPSKOLE.

GROEPING VAN BEAMPTES EN WERKNEMERS VIR VERLOFDOELEINDES.

1. (1) Behoudens die bepalings van artikel een-en-twintig van die Wet en van regulasie 1 van Deel VI, gelees met Staatsdiensregulasie C1, word beamptes en werknemers vir die doeleindes van die toestaan van afwesigheidsverlof in ondervermelde groepe ingedeel:—

Groep A.—Doserende personeel, mediese beamptes en tandartse. Persone wat tydelik in enigeen van hierdie hoedanighede werkzaam is, kom vir slegs die helfte van die vakansie- en siekteverlof hierin voorgeskryf in aanmerking.

	Blankes, Kleurlinge en Indiers.	Bantoes en ander nie-blankes. (Uitgesonderd Kleurlinge en Indiers.)
Vakansieverlof (oplopend) per jaar.....	14 dae	7 dae.
Siekteverlof in elke tydkring met—		
volle betaling.....	90 dae	60 dae.
halwe betaling.....	90 dae	60 dae.
	(Verrig nie diens gedurende skoolvakansies nie.)	(Verrig nie diens vir hoogstens 45 dae per jaar gedurende tydperke waarvoor onderrig opgeskort is.)

Groep B.—Blanke beamptes en werknemers uitgesonderd die wat in Groep A ingedeel is, in diens by skole waar onderrig normalitêr gedurende skoolvakansies opgeskort is:—

	Beamptes.	Werknemers.
Vakansieverlof (oplopend) per jaar.....	10 dae	6 dae.
Siekteverlof in elke tydkring met—		
volle betaling.....	90 dae	50 dae.
halwe betaling.....	90 dae	50 dae.
	Verrig nie diens gedurende tydperke wanneer onderrig opgeskort is nie.	

Groep C.—Blanke beamptes (met inbegrip van huismoederpersoneel wat vrouens van personeellede is) en werknemers wat in diens is by skole soos nywerheid-, verbetering- en spesiale skole, waar gedurende skoolvakansies onderrig opgeskort is alhoewel die skole normalitêr nie gesluit is nie maar uitgesonderd die wat in Groep A ingedeel is of wie se diensvoorwaardes vasgestel is in ooreenstemming met die bepalings van nywerheids- en dergelike ooreenkomste, wat—

	Beamptes.	Werknemers.
(i) vyftien jaar of langer diens voltooi het—		
Vakansieverlof (oplopend) per jaar.....	38 dae	34 dae.
Siekteverlof in elke tydkring met—		
volle betaling.....	120 dae	90 dae.
halwe betaling.....	120 dae	90 dae.
(ii) tien jaar of langer maar minder as vyftien jaar diens voltooi het—		

ADDITIONAL PAY OR ALLOWANCES.

13. In addition to his approved pay no allowance, bonus, gratuity, honorarium or privilege may be paid or granted to an officer or employee, without the approval of the Secretary, given on the recommendation of the Commission: Provided that this provision will not apply to any allowance or privilege, the payment or grant of which is authorised by any act, regulation or general instruction without being subject to such approval.

PART III.

LEAVE: PERSONS EMPLOYED AT VOCATIONAL SCHOOLS.

GROUPING OF OFFICERS AND EMPLOYEES FOR LEAVE PURPOSES.

1. (1) Subject to the provisions of section twenty-one of the Act and regulation 1 of Part VI, read with Public Service Regulation C1, officers and employees shall, for the purpose of grant of leave of absence, be classified in the undermentioned groups:—

Group A.—Teaching staff, medical officers and dentists. Persons temporarily employed in any such capacity are eligible for only one-half of the accumulative vacation leave and sick leave prescribed herein.

	Europeans, Coloureds and Indians.	Bantus' and non-Europeans (excluding Coloureds and Indians).
Vacation leave (Accumulative) p.a.....	14 days	7 days.
Sick leave in each cycle with—		
full pay.....	90 days	60 days.
half pay.....	90 days	60 days.
	(Do not perform duties during school holidays.)	(Do not perform duties for a period not exceeding 45 days in the aggregate per annum during periods for which instruction is suspended.)

Group B.—European officers and employees, except those classified in Group A, in the service of schools where instruction is normally suspended during school holidays.

	Officers.	Employees.
Vacation leave (accumulative) p.a.....	10 days	6 days.
Sick leave in each cycle with—		
full pay.....	90 days	50 days.
half pay.....	90 days	50 days.
	Do not perform duties during periods for which instruction is suspended.	

Group C.—European officers (including house-mother personnel who are wives of staff members) and employees who are in the service of schools such as schools of industries, reform schools and special schools where instruction is suspended during school holidays although the schools are normally not closed, but excluding persons who are classified in Group A or those whose conditions of service have been determined in accordance with the provisions of industrial or similar agreements, and who have completed—

	Officers.	Employees.
(i) fifteen years or longer service—		
Vacation leave (accumulative) p.a.....	38 days	34 days.
Sick leave in each cycle with—		
full pay.....	120 days	90 days.
half pay.....	120 days	90 days.
(ii) ten years' or longer but less		

	<i>Beampies.</i>	<i>Werknemers.</i>
Vakansieverlof (oplopend) per jaar.....	34 dae	30 dae.
Siekteverlof in elke tydkring met—		
volle betaling.....	120 dae	70 dae.
halwe betaling.....	120 dae	70 dae.
(iii) vyf jaar of langer diens maar minder as tien jaar diens voltooi het—		
Vakansieverlof (oplopend) per jaar.....	30 dae	26 dae.
Siekteverlof in elke tydkring met—		
volle betaling.....	120 dae	50 dae.
halwe betaling.....	120 dae	50 dae.
(iv) minder as vyf jaar diens voltooi het—		
Vakansieverlof (oplopend) per jaar.....	30 dae	22 dae.
Siekteverlof in elke tydkring met—		
volle betaling.....	120 dae	30 dae.
halwe betaling.....	120 dae	30 dae.

Groep D.—Nie-blanke beamptes en werknemers wat nie onder Groep A, B of C ingedeel is nie, uitgesonderd werknemers wie se diensvoorwaardes vasgestel is in ooreenstemming met die bepalings van nywerheids- en dergelike ooreenkomste, wat—

(i) twintig jaar of langer diens voltooi het—

Vakansieverlof (oplopend) per jaar.....	30 dae.
Siekteverlof in elke tydkring met—	
volle betaling.....	80 dae.
halwe betaling.....	80 dae.

(ii) vyftien jaar of langer maar minder as twintig jaar diens voltooi het—

Vakansieverlof (oplopend) per jaar.....	26 dae.
Siekteverlof in elke tydkring met—	
volle betaling.....	60 dae.
halwe betaling.....	60 dae.

(iii) tien jaar of langer maar minder as vyftien jaar diens voltooi het—

Vakansieverlof (oplopend) per jaar.....	22 dae.
Siekteverlof in elke tydkring met—	
volle betaling.....	40 dae.
halwe betaling.....	40 dae.

(iv) vyf jaar of langer maar minder as tien jaar diens voltooi het—

Vakansieverlof (oplopend) per jaar.....	18 dae.
Siekteverlof in elke tydkring met—	
volle betaling.....	30 dae.
halwe betaling.....	30 dae.

(v) minder as vyf jaar diens voltooi het—

Vakansieverlof (oplopend) per jaar.....	14 dae.
Siekteverlof in elke tydkring met—	
volle betaling.....	15 dae.
halwe betaling.....	15 dae.

(2) Wanneer 'n persoon wat voltyds in diens is van—

(a) die Suid-Afrikaanse Spoorweë;

(b) die Staatsdelwerye;

(c) 'n provinsiale onderwysdepartement;

(d) 'n erkende universiteit of universiteitskollege binne die Unie;

(e) 'n onderwysinrigting wat ingestel is of as 'n Staats-ondersteunde skool of inrigting erken is kragtens wette geadministreer deur die Departement;

(f) 'n provinsiale administrasie en wat kragtens 'n provinsiale ordonnansie aangestel is; of

(g) 'n staatsdepartement;

sonder 'n onderbreking van diens aangestel word in 'n onderwysbetrekking op die vaste diensstaat van 'n skool, word sodanige aanstelling vir verlofdoeleindes geag 'n oorplasing te wees: Met dien verstande dat as verlof eers na voltooiing van 'n vasgestelde dienstydperk vir benutting beskikbaar sou geword het, en sodanige dienstydperk op die datum waarop hierdie regulasies op hom van toepassing word, nog nie voltooi is nie kan die verlofkrediet na verhouding tot die gedeelte van bedoelde dienstydperk wat hy op laasgenoemde datum voltooi het,

	<i>Officers.</i>	<i>Employees.</i>
Vacation leave (accumulative) per annum.....	34 days	30 days.
Sick leave in each cycle with—		
full pay.....	120 days	70 days.
half pay.....	120 days	70 days.
(iii) five years' or longer but less than 10 years' service—		
Vacation leave (accumulative) p.a.....	30 days	26 days.
Sick leave in each cycle with—		
full pay.....	120 days	50 days.
half pay.....	120 days	50 days.
(iv) less than five years' service—		
Vacation leave (accumulative) per annum.....	30 days	22 days.
Sick leave in each cycle with—		
full pay.....	120 days	30 days.
half pay.....	120 days	30 days.

Group D.—Non-European officers and employees who are not classified in Group A, B or C, but excluding employees whose conditions of service have been determined in accordance with the provisions of industrial and similar agreements and who have completed—

(i) twenty years' or longer service—

Vacation leave (accumulative) p.a.....	30 days.
Sick leave in each cycle with—	
full pay.....	80 days.
half pay.....	80 days.

(ii) fifteen years' or longer but less than 20 years' service—

Vacation leave (accumulative) p.a.....	26 days.
Sick leave in each cycle with—	
full pay.....	60 days.
half pay.....	60 days.

(iii) ten years' or longer but less than 15 years' service—

Vacation leave (accumulative) p.a.....	22 days.
Sick leave in each cycle with—	
full pay.....	40 days.
half pay.....	40 days.

(iv) five years' or longer but less than 10 years' service—

Vacation leave (accumulative) p.a.....	18 days.
Sick leave in each cycle with—	
full pay.....	30 days.
half pay.....	30 days.

(v) less than five years' service—

Vacation leave (accumulative) p.a.....	14 days.
Sick leave in each cycle with—	
full pay.....	15 days.
half pay.....	15 days.

(2) When a person who is in full-time employment in the service of—

(a) the South African Railways;

(b) the State Diggings;

(c) a provincial education department;

(d) a recognised university or university college within the Union;

(e) an educational institution established or recognised as a state-aided school or institution under laws administered by the Department;

(f) a provisional administration and who was appointed under a provincial ordinance; or

(g) a Government Department,

is appointed without a break in service to a teaching post on the fixed establishment of a school, such appointment shall for leave purposes be regarded as a transfer: Provided that if leave would only have been available for utilisation after a fixed period of service and such period of service has not been completed at the date on which these regulations become applicable to him, the leave credit may be reckoned in proportion to that portion of the said period of service which he has completed on the

OORPLASINGS GEDURENDE SKOOLVAKANSIES.

2. 'n Persoon wat voltyds in diens is van—
 - (a) die Suid-Afrikaanse Spoorweë;
 - (b) die Staatsdelwerye;
 - (c) 'n provinsiale onderwysdepartement;
 - (d) 'n erkende universiteit of universiteitskollege binne die Unie;
 - (e) 'n onderwysinrigting wat ingestel of as 'n staatsondersteunde skool erken is ingevolge wette geadministreer deur die Departement;
 - (f) 'n provinsiale administrasie en ingevolge 'n provinsiale ordonnansie aangestel is; of
 - (g) 'n staatsdepartement.

en sonder 'n onderbreking van diens aangestel word in of oorgeplaas word na die doserende personeel van 'n skool en waar sodanige aanstelling of oorplasing gedurende 'n skoolvakansie plaasvind, kan betaal word vanaf die datum van sy aanstelling of oorplasing en vir die onverstreke gedeelte van genoemde skoolvakansie.

OORGEPLAASTE BEAMPTES.—VERLOFKREDIET VIR VORIGE DIENS.

3. Indien 'n beampte of werknemer lid was van die personeel van 'n skool vir enige tydperk voor die datum waarop hierdie regulasies op daardie skool van toepassing word, en sy verlofvoorregte gedurende sodanige tydperk nie by enige wet, ordonnansie of regulasie gereël word nie, moet die besonderhede van die saak aan die Staatsdienskommissie voorgelê word, en kan aan die beampte ten opsigte van sy vorige diens die verlof te goed toegestaan word wat die Kommissie aanbeveel.

VAKANSIEVERLOF.—DUUR VAN.

4. (1) 'n Beampte of werknemer op wie die verlofvoorregte van groep A van regulasie 1 van toepassing is, kan nie minder vakansieverlof as een hele skoolkwartaal neem nie, en dit ook nie voordat sodanige verlof toegeval het en beskikbaar is nie: Met dien verstande dat die Sekretaris 'n beampte of werknemer kan magtig om te eniger tyd die vakansieverlof wat hom toekom, of 'n gedeelte daarvan, te neem.

(2) Die aanvangs- en verstrykingsdatum van enige tydperk van vakansieverlof wat aan sodanige beampte of werknemer toegestaan word, moet, behalwe waar anders deur die Sekretaris goedgekeur, saamval met onderskeidelik die eerste en die laaste dag van 'n skoolkwartaal, en die totale onafgebroke tydperk van vakansieverlof mag nie oor meer as twee skoolkwartale strek nie: Met dien verstande dat die Sekretaris 'n kort verlenging van verlof kan toestaan aan 'n beampte of werknemer wat deur oorsake waarvoor hy geen beheer het nie, verhinder word om hom vir diens aan te meld, mits hy nog voldoende verlof te goed het: Met dien verstande voorts dat waar sodanige beampte of werknemer nie voldoende verlof het om die verlangde verlenging te dek nie, enige tydperk van verlof wat toegestaan word bo wat hy te goed het, as verlof sonder betaling aangeteken word.

VERLOF VIR STUDIEDOELEINDES.

5. (a) Ondanks andersluidende bepalings van hierdie regulasie, kan aan 'n beampte of werknemer vakansieverlof vir 'n tydperk van hoogstens twaalf maande of, in die geval van 'n lid van die doserende personeel vier skoolkwartale, vir studiedoeleinde wat die Sekretaris goedkeur, toegestaan word.

(b) Verlof sonder betaling vir die doel van verdere studies wat die Sekretaris goedkeur, kan vir 'n tydperk van hoogstens twaalf maande toegestaan word.

PRINSIPAAL EN VISE-PRINSIPAAL VAN NYWERHEID- OF VERBETERINGSKOOL.—VERLOF.

6. Die prinsipaal en vise-prinsipaal van 'n nywerheid- of verbeteringskool mag nie sonder die goedkeuring van die Sekretaris op dieselfde tydstip van die skool afwesig wees nie. As 'n prinsipaal of vise-prinsipaal ingevolge hierdie regulasie gedurende 'n skoolvakansie diens verrig, kan aan hom 'n oplopende vakansieverlofkrediet toegestaan word soos in die geval van 'n beampte of werknemer van wie

TRANSFERS DURING SCHOOL HOLIDAYS.

2. A person who is in full-time employment in the service of—

- (a) the South African Railways;
- (b) the State Diggings;
- (c) a provincial education department;
- (d) a recognised university or university college within the Union;
- (e) an educational institution established or recognised as a state-aided school or institution under laws administered by the Department;
- (f) a provincial administration and who was appointed in terms of a provincial ordinance; or
- (g) a Government Department; and

who is appointed or transferred without a break in service to the teaching staff of a school and such appointment or transfer takes place during the school holidays, may be paid from the date of his appointment or transfer and for the unexpired portion of such school holidays.

TRANSFERRED OFFICERS: LEAVE CREDIT FOR PREVIOUS SERVICE.

3. Where any officer or employee has been employed on the staff of a school for any period prior to the date on which these regulations become applicable to that school and his leave privileges during such period are not governed by any act, ordinance or regulation, the facts of the case shall be reported to the Public Service Commission and the officer may be granted such leave credit in respect of his past service as the Commission may recommend.

VACATION LEAVE: DURATION OF.

4. (1) Vacation leave shall not be taken by an officer or employee who is admitted to the leave privileges of Group A of regulation 1 for less than one full school term and not until such period shall have accrued and become available: Provided that the Secretary may authorise an officer or employee to take such vacation leave as may have accrued to him or a portion thereof at any time.

(2) The date of commencement and date of termination of any period of vacation leave granted to such officer or employee shall, except where otherwise approved by the Secretary, coincide with the commencement and termination respectively of a school term and the total continuous period of vacation leave shall not at any time extend over more than two school terms: Provided that the Secretary may authorise an extension of leave for a short period to such officer or employee who is prevented from reporting for duty from causes not within his own control, subject to his having sufficient leave to his credit: Provided further that where such officer or employee has not sufficient leave to his credit to cover the extension desired, any period of leave that may be granted in excess of the leave credit shall be recorded as leave without pay.

LEAVE FOR STUDY PURPOSES.

5. (a) Notwithstanding anything to the contrary contained in these regulations, an officer or employee may be granted vacation leave for a period not exceeding 12 months or, in the case of a member of the teaching staff, four school terms, for study purposes approved by the Secretary.

(b) Leave without pay for the purpose of such further study as the Secretary may approve may be granted for a period not exceeding 12 months.

PRINCIPAL AND VICE-PRINCIPAL OF A SCHOOL OF INDUSTRIES OR REFORM SCHOOL: LEAVE.

6. The principal and vice-principal of a school of industries or of a reform school shall not, without the approval of the Secretary, be away from the school at the same time. A principal or vice-principal who performs duty in terms of this regulation during a school vacation, may be granted accumulative vacation leave credit as in the case of an officer or employee from whom it is

HUISMOEDERS.—SIEKTEVERLOF TYDENS BEVALLING.

7. Aan 'n huismoeder wat die vrou is van 'n lid van die personeel, kan verlof vir die doel van en voor en na 'n bevalling toegestaan word as siekteverlof binne die perke by hierdie regulasies voorgeskryf en op die voorwaardes wat die Sekretaris bepaal.

SPEZIALE VERLOF MET VOLLE BETALING.

8. Spesiale verlof met volle betaling kan aan 'n beampte of werknemer toegestaan word wanneer hy as lid van die doserende personeel enige onderwysklas of vakansiekursus vir onderwysers deur die Sekretaris goedgekeur, bywoon.

VAKANSIE- EN SIEKTEVERLOF SONDER BETALING.—SKOOLVAKANSIES DEEL DAARVAN.

9. Wanneer 'n beampte of werknemer wat gewoonlik nie gedurende skoolvakansies diens verrig nie, tot en met die laaste dag van 'n skoolkwartaal met verlof afwesig is en met ingang van die volgende skoolkwartaal met verlof gaan, word die tussenkomende skoolvakansie nie as verlof beskou nie, behalwe waar sodanige skoolvakansie voorafgegaan en gevolg word deur siekte- of vakansieverlof sonder betaling. In so 'n geval word die skoolvakansie as vakansie- of siekteverlof sonder betaling na gelang van die geval, aangeteken.

BUITENGEWONE GEVALLE.

10. (1) As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie deel regverdig, kan die Sekretaris aan 'n beampte of werknemer of klasse beamptes of werknemers verlof toestaan op die voorwaardes wat die Kommissie aanbeveel.

(2) Die Sekretaris kan, op aanbeveling van die Kommissie, spesiale verlofvoorregte vir 'n beampte of werknemer of klasse beamptes of werknemers voorskryf, asook verlofaangeleenthede wat nie deur hierdie regulasies gedek word nie of wat 'n afwyking van die bepalings van die regulasies meebring, bepaal.

DEEL IV.**LOSIES, INWONING EN TOESIGDIENS.****HUISVESTING.—LOSIES EN INWONING.**

1. 'n Beampte of werknemer moet, wanneer die Sekretaris dit vereis, op die skoolperseel woon en moet, tensy hy volgens die voorwaardes van sy aanstelling op vry losies en inwoning as deel van sy betaling geregtig is, vir huisvesting of losies en inwoning en meubels wat aan hom verskaf word, betaal.

LOSIESGELDE.

2. (1) As 'n beampte of werknemer of 'n lid van sy huishouding van kos voorsien word, moet hy as volg daarvoor betaal:—

(a) 'n Beampte of werknemer en 'n lid van sy huishouding wat die ouderdom van 18 jaar bereik het:—

	Blankes.	Kleurlinge.	Bantoes.
(i) Jaarlikse tarief..	£96	£84	£48
(ii) Enkelmaaltye....	2s. 9d.	2s. 3d.	1s. 3d.

(b) 'n Ander lid van die huishouding:—

(i) Veertien jaar en ouer maar onder 18 jaar.....

	£70	£56	£35
(ii) Onder 14 jaar...	per jaar.	per jaar.	per jaar.
	Soveel veertiendes van £70 as die kind se ouderdom in jare met 'n minimum van 'n veertiende.	Soveel veertiendes van £56 as die kind se ouderdom in jare met 'n minimum van 'n veertiende.	Soveel veertiendes van £35 as die kind se ouderdom in jare met 'n minimum van 'n veertiende.

(c) Enkelmaaltye vir 'n persoon onder die ouderdom van 18 jaar

	2s.	1s. 9d.	1s.
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(d) 'n Kuiergas van 'n beampte of werknemer afgesien van ouderdom:—

	£2	£1. 15s.	£1
(i) Weeklikse tarief.	£2	£1. 15s.	£1
(ii) Daelikse tarief.	6s. 6d.	5s.	2s. 2d.

HOUSEMOTHERS: SICK LEAVE DURING CONFINEMENT.

7. In the case of a housemother who is the wife of a member of the staff, leave for the purpose of, and prior to and after confinement, may be granted as sick leave within the limits prescribed by these regulations and on such conditions as the Secretary may determine.

SPECIAL LEAVE WITH FULL PAY.

8. Special leave with full pay may be granted to an officer or employee when, as a member of the teaching staff, he attends any class of instruction or vacation course for teachers approved by the Secretary.

VACATION AND SICK LEAVE WITHOUT PAY.—SCHOOL HOLIDAYS PART THEREOF.

9. When an officer or employee, who ordinarily does not perform duties during school holidays, is absent on sick leave up to and including the last day of a school term and proceeds on leave as from the first day of the next school term, the period of the school holiday intervening shall not rank as leave unless such school holidays are preceded and succeeded by sick or vacation leave without pay. In such a case the school holidays will be recorded as vacation or sick leave without pay as the case may be.

EXCEPTIONAL CASES.

10. (1) In the event of circumstances arising which justify a departure from the provisions of this part, the Secretary may grant leave to an officer or employee or classes of officers or employees on such conditions as the Commission may recommend.

(2) The Secretary may, on the recommendation of the Commission, prescribe special leave privileges for an officer or employee or classes of officers or employees and determine leave matters not covered by these regulations or which constitute a departure from the provisions of the regulations.

PART IV.**BOARD, LODGING AND SUPERVISION DUTIES.****QUARTERS.—BOARD AND LODGING.**

1. Whenever required to do so by the Secretary, an officer or employee shall reside on the school premises, and shall, unless entitled in terms of his appointment to free board and lodging as part of his pay, be charged for quarters or board and lodging and furniture provided for him.

CHARGES FOR BOARD.

2. (1) If an officer or employee or a member of his household is provided with board, the charges payable by him will be as follows:—

(a) An officer or employee or a member of his household, who has attained the age of 18 years—

	Europeans.	Coloureds.	Bantus.
(i) Annual tariff....	£96	£84	£48
(ii) Single meals....	2s. 9d.	2s. 3d.	1s. 3d.

(b) Other member of the household—

(i) Fourteen years and over but under 18 years of age.....

	£70	£56	£35
(ii) Under 14 years of age.....	per annum	per annum	per annum.

	As many fourteenths of £70 as the child is years of age with a minimum of one fourteenth.	As many fourteenths of £56 as the child is years of age with a minimum of one fourteenth.	As many fourteenths of £35 as the child is years of age with a minimum of one fourteenth.
(c) Single meals for a person under 18 years of age.....	2s.	1s. 9d.	1s.

(d) A visitor of an officer or employee irrespective of age—

	£2	£1. 15s.	£1
(i) Weekly tariff....	£2	£1. 15s.	£1
(ii) Daily tariff	6s. 6d.	5s.	3s. 3d.

(2) Geen bepalings wat in hierdie regulasie vervat is, gee 'n beampte of werknemer wat van kos voorsien word, die reg om te eis dat hy gedurende enige tydperk wat die skool na goeddunke van die Departement vir die skoolvakansie of om enige ander rede gesluit is, van losies voorsien moet word nie, en geen betaling sal ten opsigte van sodanige tydperk waarin 'n beampte of werknemer nie van losies voorsien word nie, van hom geëis word nie.

AFSLAG VAN LOSIES TEN OPSIGTE VAN TOESIGDIENSTE.

3. (1) As 'n beampte of werknemer toesig moet hou by 'n skoolkoshuis is hy ten opsigte van sulke werksaamhede geregtig op die volgende afslag op losies:—

(a) Nywerheid-, Verbetering- en Spesiale Skole:—

Getal leerlinge in kos-huis.	Jaarlikse afslag op losiesgeld per kos-huis.		
	Blankes.	Kleurlinge.	Bantoes.
	£	£	£
Minder as 15.....	48	42	24
15 tot 29.....	96	84	48
30 tot 49.....	144	126	72
50 en meer.....	192	168	96

(b) Ander skole:—

Getal leerlinge in kos-huis.	Jaarlikse afslag op losiesgeld per kos-huis.		
	Blankes.	Kleurlinge.	Bantoes.
	£	£	£
Minder as 20.....	48	42	24
20 tot 39.....	96	84	48
40 tot 69.....	144	126	72
70 tot 99.....	192	168	96
100 tot 129.....	240	210	120
130 tot 159.....	288	252	144
160 tot 189.....	336	294	168
190 tot 219.....	384	336	192
220 tot 249.....	432	378	216
250 en meer.....	480	420	240

(2) Die getal persone wat in 'n koshuis toesig hou, kan na goeddunke van die Sekretaris bepaal word; met dien verstande dat die totale afslag op losies die totale bedrag wat ten opsigte van die betrokke koshuis betaalbaar is, nie mag te bowe gaan nie en met dien verstande voorts dat niemand meer as £96, £84 en £48 per jaar afslag in die geval van onderskeidelik Blankes, Kleurlinge en Bantoes mag ontvang nie.

(3) Huismoeders en assistent-huismoeders ontvang geen afslag op losies ten opsigte van toesigdienste deur hulle onderneem nie.

UITREIKING VAN RANTSOENE IN PLAAS VAN AFSLAG OP LOSIES.

4. (1) Nieteenstaande enige bepalings in regulasie 3 vervat, kan die Sekretaris na goeddunke wanneer die omstandighede dit vereis 'n kontantbetaling of uitreiking van rantsoene in plaas van afslag op losies magtig.

(2) Waar die uitreiking van rantsoene gemagtig word, moet dit in die geval, van onderskeidelik Blankes, Kleurlinge en Bantoes geskied op die grondslag van 'n ses-en-negentigste, 'n vier-en-tagtigste en 'n agt-en-veertigste van die rantsoene vir een persoon ten opsigte van elke £1 per jaar afslag op die bedrag betaalbaar vir losies waarop 'n persoon geregtig is.

BUITENGEWONE GEVALLE.

5. Ingeval omstandighede ontstaan waardeur 'n afwyking van die regulasies in hierdie Deel geregverdig is, kan die Tesourie magtiging verleen tot die bewoning van amptelike huisvesting op voorwaardes wat deur die Kommissie aanbeveel word.

DEEL V.

DIENSVOORWAARDES VAN PERSONE IN DIENS BY DEELTYDSE- EN VOORTSETTINGSKLASSE.

DIENSVOORWAARDES EN VERLOFVOORREGTE VAN VOLTIDSE PERSONEEL.

1. (1) Behalwe waar spesiale voorsiening in hierdie deel gemaak is, is die bepalings van Dele I, II, III en IV van hierdie regulasies *mutatis mutandis* van toepassing

(2) Nothing in this regulation contained shall, however, entitle an officer or employee who is provided with board to claim to be provided with such board during any period that the school may in the discretion of the Secretary be closed for school holidays or any other reason, nor shall any payment be demanded from such officer or employee for any such period during which he is not provided with board.

REMISSION OF BOARD FOR SUPERVISION DUTIES.

3. (1) If an officer or employee is required to undertake supervision duties at a school hostel, he shall be entitled to remission on board in respect of such duties as follows:—

(a) Schools of Industries, Reform Schools and Special Schools.

Number of pupils in hostel.	Remission in Respect of Board per Hostel per Annum.		
	Europeans.	Coloureds.	Bantus.
	£	£	£
Less than 15.....	48	42	24
15 to 29.....	96	84	48
30 to 49.....	144	126	72
50 or more.....	192	168	96

(b) Other schools.

Number of pupils in hostel.	Remission in Respect of Board per Hostel per Annum.		
	Europeans.	Coloureds.	Bantus.
	£	£	£
Less than 20.....	48	42	24
20 to 39.....	96	84	48
40 to 69.....	144	126	72
70 to 99.....	192	168	96
100 to 129.....	240	210	120
130 to 159.....	288	252	144
160 to 189.....	336	294	168
190 to 219.....	384	336	192
220 to 249.....	432	378	216
250 or more.....	480	420	240

(2) The number of supervision units for any hostel may be determined in the discretion of the Secretary: Provided that the total remission of payment for board does not exceed the total amount payable in respect of such hostel and provided further that no person may receive remission in excess of £96, £84 or £48 per annum in the case of Europeans, Coloureds or Bantus respectively.

(3) Housemothers and assistant housemothers do not receive any remission on board in respect of supervision duties undertaken by them.

ISSUE OF RATIONS IN LIEU OF REMISSION FOR BOARD.

4. (1) Notwithstanding anything contained in regulation 3, the Department may, in its discretion when the circumstances of a case demand it, authorise a cash payment or the issue of rations, in lieu of a remission of the charge for board.

(2) When the issue of rations is authorised such issue should be made on the basis of one ninety-sixth, one eighty-fourth and one forty-eighth for Europeans, Coloureds and Bantus respectively of the rations for one unit in respect of each £1 per year remission on the amount payable for board to which a person is entitled.

EXCEPTIONAL CASES.

5. If the circumstances of a case justify a departure from the provisions of the regulations in this part, the Treasury may authorise the occupation of official quarters on such terms as the Commission may recommend.

PART V.

CONDITIONS OF SERVICE OF PERSONS EMPLOYED AT CONTINUATION AND PART-TIME CLASSES.

CONDITIONS OF SERVICE AND LEAVE PRIVILEGES OF FULL-TIME STAFF.

1. (1) Except where special provision is made in this part, the provisions of Parts I, II, III and IV of these

(2) Die diensvoorwaardes van persone wat op 'n voltydse grondslag in diens is van die komitee vir 'n voortsettingsklas, is soos voorgeskryf vir beamptes en werknemers in Deel VI asof sodanige persone in diens van die bestuur van 'n Staatsondersteunde beroepskool is.

GRADERING, BETALING EN TOELAES VAN VOLTYDSE PERSONEEL.

2. Die gradering, betaling en toelaes, soos kragtens artikel *sewentien* van die Wet bepaal vir beamptes en werknemers in diens by beroepskole, is *mutatis mutandis* van toepassing op beamptes en werknemers in diens by voortsettings- en deeltydse klasse.

GEbruikMAKING VAN DIENSTE VAN PERSONEEL EN VAN UITRUSTING VAN STAATSDEPARTEMENTE EN PROVIN- SIALE ADMINISTRASIES.

3. Indien van die dienste van 'n beampte of werknemer van 'n onderwys- of Staatsdepartement gebruik gemaak word, sien die plaaslike komitee, of in die geval van 'n deeltydse klas die prinsipaal, toe dat so 'n beampte of werknemer vooraf die goedkeuring van sy departement daartoe verkry. Die plaaslike komitee of die prinsipaal, na gelang die geval, verkry ook die goedkeuring van die betrokke departement vir die gebruik van geboue en uitrusting van 'n onderwys- of Staatsdepartement.

BETALING VAN ADDISIONELE TOELAES.

4. Die betaling aan iemand wat by 'n voortsettings- of deeltydse klas op 'n deeltydse grondslag in diens is van klimaats- of enige ander toelaes of addisionele betaling wat nie kragtens enige wet of regulasie voorgeskryf is nie, is onderworpe aan die goedkeuring van die Minister.

DEELTYDSE WERKNEMERS KOM NIE IN AANMERKING VIR VERLOF MET BETALING NIE.

5. (1) Iemand wat by 'n voortsettingsklas of deeltydse klas op 'n deeltydse grondslag in diens is, kom nie vir verlof met betaling in aanmerking nie. So iemand ontvang gedurende sy afwesigheid van klasse, hetsy vir vakansie- of enige ander doeleindes, geen betaling of loon nie.

(2) Waar iemand in deeltydse diens van klasse afwesig is, kan die prinsipaal reëlins tref vir die aanstelling van 'n plaasvervanger.

ONTSLAG VAN PERSONEEL.

6. Die dienste van iemand wat by 'n voortsettings- of deeltydse klas op 'n deeltydse grondslag in diens is, kan deur 'n komitee of die Sekretaris, na gelang van die geval, sonder kennisgewing beëindig word indien hy van mening is dat so iemand se gedrag onbevredigend is.

DEEL VI.

DIE AANSTELLING, GRADERING, BETALING, BEVORDERING, VERPLASING, ONTSLAG, TUG, GEDRAG, BEVOEGDHEDE, PLIGTE, DIENSURE, VERLOFVOORREGTE, DIENS-VOORWAARDES, OORTYD-, REIS- EN VERBLYF-, KLIMAAT- EN ANDER TOELAES VAN EN BEWONING VAN AMPTELIKE HUIS-VESTING DEUR PERSONE IN DIENS BY STAATSONDERSTEUNDE BEROEPSKOLE.

OP WIE VAN TOEPASSING.

1. Die regulasies in hierdie deel is van toepassing op beamptes en werknemers wat in diens is by 'n inrigting (hieronder 'n skool genoem) wat kragtens artikel—

(a) *ses* van die Wet op Beroepsonderwys, 1955 (Wet No. 70 van 1955) as 'n staatsondersteunde beroepskool erken is en 'n hulptoelaag van die Departement ontvang op 'n grondslag waarvolgens die Departement die salarisse gedeeltelik of ten volle

(2) The conditions of service of persons employed on a full-time basis by a committee for a continuation class will be as prescribed for officers and employees in Part VI as if such persons are employed by the management of a State-aided vocational school.

GRADING, PAY AND ALLOWANCES OF FULL-TIME STAFF.

2. The grading, pay and allowances as determined in terms of section *seventeen* of the Act for officers and employees employed at vocational schools, will *mutatis mutandis* be applicable to officers and employees employed at continuation and part-time classes.

USE OF SERVICES OF STAFF AND OF EQUIPMENT OF GOVERNMENT DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS.

3. Whenever the services of an officer or employee of an education or Government department are utilised, the local committee, or in the case of a part-time class, the principal, will ensure that such officer or employee obtains the prior approval thereto of his department. The local committee or the principal, as the case may be, will also obtain the permission of the department concerned for any use of the buildings and equipment of an education or government department.

PAYMENT FOR ADDITIONAL ALLOWANCES.

4. The payment to a person employed in a part-time capacity at a continuation or part-time class of climatic or any other allowance or additional pay, which is not prescribed in terms of any law or regulation, is subject to the approval of the Minister.

PART-TIME EMPLOYEES NOT ELIGIBLE FOR LEAVE WITH PAY.

5. (1) A person employed on a part-time basis at a continuation or part-time class is not eligible of any leave with pay. Such person will not receive any pay or wages during absences from classes, whether for holiday or any other purpose.

(2) Whenever a person in part-time employment is absent from classes, the principal may make arrangements for the appointment of a substitute.

DISCHARGE OF STAFF.

6. The services of a person employed on a part-time basis at a continuation or part-time class may be dispensed with without notice by the committee or the Secretary, as the case may be, if in its or his opinion such person's conduct is unsatisfactory.

PART VI.

THE APPOINTMENT, GRADING, PAY, PROMOTION, TRANSFER, DISCHARGE, DISCIPLINE, CONDUCT, POWERS, DUTIES, HOURS OF ATTENDANCE, LEAVE PRIVILEGES, CONDITIONS OF SERVICE, OVERTIME, SUBSISTENCE AND TRAVELLING ALLOWANCES, CLIMATIC AND OTHER ALLOWANCES OF AND OCCUPATION OF OFFICIAL QUARTERS BY PERSONS EMPLOYED AT STATE-AIDED VOCATIONAL SCHOOLS.

TO WHOM APPLICABLE.

1. The regulations in this Part are applicable to officers and employees employed at an institution (hereinafter referred to as a school) which has in terms of section—

(a) *six* of the Vocational Education Act, 1955 (Act No. 70 of 1955), been recognised as a state-aided vocational school and which receives a grant-in-aid from the department on a basis which provides for the payment by the Department partly or in full of

- (b) drie van die Wet op Buitengewone Onderwys, 1948 (Wet No. 9 van 1948) as 'n spesiale skool goedgekeur is en van die Departement 'n hulptoelaag ontvang op 'n grondslag waarvolgens die Departement die salarisse van sodanige beamptes of werknemers gedeeltelik of ten volle betaal.

BEHEER VAN SKOOL.

2. (1) 'n Prinsipaal hou toesig oor die algemene administrasie en gee leiding in verband met die onderrig- en ander werksaamhede van die skool en is aan die bestuursliggaam verantwoordelik. Hy hou algemene toesig oor die werk van die ander doserende personeel, die administratiewe, klerklike en magazynpersoneel, huismoeders, plaasvoormanne en ander personeel wat aangestel of toegewys is om hom by te staan by die uitvoering van die bepalings en nakoming van die vereistes van enige wet, regulasie, reël en voorskrif wat op 'n skool van toepassing is en, indien deur die bestuursliggaam verlang, gee hy onderwys.

(2) Die prinsipaal is aan die bestuursliggaam verantwoordelik vir die finansiële administrasie en die behoorlike gebruik en versorging van die eiendom van sy skool.

(3) Elke ander beampte of werknemer by 'n skool staan onder die beheer van die prinsipaal en voer benewens die vereistes van die Wet en die pligte gewoonlik verbonde aan sy pos, die pligte in verband met sport, organisasie van spele, kadetwerk, debatsverenigings en ander groepwerksaamhede wat die prinsipaal van tyd tot tyd van hom verlang, uit, en verder is hy onderworpe aan enige reëls vir die huishoudelike beheer van die skool wat die prinsipaal opstel of uitreik.

(4) 'n Beampte of werknemer moet 'n opdrag van sy senior beampte of van die prinsipaal van sy skool onvoorwaardelik gehoorsaam.

(5) 'n Beampte of werknemer kan eis dat 'n bevel in subregulasie (4) genoem, nadat hy dit gehoorsaam het, skriftelik herhaal word en hy kan enige klagte wat hy in verband daarmee het by die prinsipaal vir beslissing indien. Indien die beampte of werknemer ontevrede is met die beslissing van die prinsipaal kan hy versoek dat die beslissing aan die bestuursliggaam vir hersiening voorgelê word.

(6) 'n Beampte of werknemer moet uitdruklik antwoord op 'n wettige vraag wat aan hom gestel is deur 'n persoon wat die bevoegdheid het om so 'n vraag aan hom te stel: Met dien verstande dat 'n beampte of werknemer nie verplig is om 'n antwoord op 'n vraag wat hom sal inkrimineer, te verstrek nie.

AMPTELIKE VERBINDINGSKANALE.

3. (1) Alle mededelings van 'n beampte of werknemer in verband met sy pligte wat vir die bestuursliggaam of die Sekretaris bedoel is, moet deur bemiddeling van die prinsipaal voorgelê word.

(2) 'n Beampte of werknemer wat enige vertoë of aansoek in verband met sy posisie by 'n skool wil indien, is geregtig om dit deur die kanaal in subregulasie (1) aangedui aan die betrokke owerheid te laat voorlê.

PRIVATE GELDELIKE TRANSAKSIES.

4. (1) Vir skikkingsdoeleindes mag 'n beampte of werknemer nie deel hê aan enige vorm van skuldbewys nie: Met dien verstande dat die bestuursliggaam skriftelik toestemming daartoe kan verleen dat daar van die bepalings van hierdie subregulasie afgewyk word indien hy hom deur ondersoek oortuig het dat die voorgenome transaksie aangegaan word om aanneemlike redes wat niks met spekulasie, dobbelary of enige onbehoorlike handeling wat die betrokke beampte of werknemer in geldelike moeilikhede kan laat kom, te doen het nie.

(2) Indien dit blyk dat 'n beampte of werknemer in 'n onredelike mate in die skuld is, indien hy insolvent raak of sy boedel afstaan ten behoeve van sy skuldeisers, of indien 'n vonnis weens skuld of 'n gyselingsbevel teen hom in 'n geregshof verkry is, moet hy, as die bestuursliggaam dit vereis, 'n uitvoerige en volledige staat van sy skulde

- (b) three of the Special Schools Act, 1948 (Act No. 9 of 1948), been approved as a Special School and which receives a grant-in-aid from the Department on a basis which provides for the payment by the Department, partly or in full, of the pay of such officers and employees.

CONTROL OF SCHOOL.

2. (1) A principal supervises the general administration and directs the instructional and other activities of a school and is directly responsible to the governing body. He exercises general supervision over the work of the other teaching staff, the administrative, clerical and stores staff, housemothers, farm foreman and other staff appointed or assigned to assist him in the carrying out of the provisions and compliance with the requirements of any act, regulation, rule and instruction which are applicable to a school and will, if required to do so by the governing body, undertake teaching duties.

(2) The principal is responsible to the governing body for the financial administration and the proper usage and care of the property of his school.

(3) Every other officer and employee at a school shall be under the control of the principal and shall, in addition to the requirements of the Act and the duties ordinarily assigned to his post, perform such duties in connection with sport, organisation of games, cadet work, debating societies and other group activities as the principal may from time to time require. In addition he shall be subject to any rules for the internal control of the school which may be framed or issued by the principal.

(4) An officer or employee shall obey implicitly any instruction given to him by his superior officer or the principal of his school.

(5) An officer or employee may, after having carried it out, demand that an instruction referred to in sub-regulation (4) be repeated in writing and he may submit for decision any complaint he may have in connection therewith to the principal. Should the officer or employee be dissatisfied with the principal's decision, he may request that the decision be referred to the governing body for review.

(6) An officer or employee shall reply explicitly to a lawful question put to him by a person who is competent to put such question to him: Provided that a officer or employee is not compelled to furnish a reply to a question which may incriminate him.

OFFICIAL CHANNELS OF COMMUNICATION.

3. (1) All communications from an officer or employee in connection with his duties and which are intended for the governing body or for the Secretary, shall be submitted through the principal.

(2) An officer or employee who desires to submit any representations or application in connection with his position in a school, is entitled to have them submitted to the authorities concerned through the channel indicated in sub-regulation (1).

PRIVATE FINANCIAL TRANSACTIONS.

4. (1) An officer or employee shall not become a party to any form of promissory note for compromising purposes: Provided that the governing body may in writing consent to a departure from the provisions of this sub-regulation if it satisfies itself by investigation that the proposed transaction is being entered into for acceptable reasons not connected with speculation, gambling or any other improper dealing which may lead to the pecuniary embarrassment of the officer or employee concerned.

(2) If it is evident that an officer or employee is in debt to an unreasonable extent, if he becomes insolvent or assigns his estate for the benefit of his creditors or if a judgment for debt or a decree of civil imprisonment has been obtained against him in a court of law, he shall, if the governing body so requires, furnish the governing body with a detailed and complete statement of his liabilities together with an explanation as to how the

AANNEEM VAN GESKENKE, KOMMISSIE, GELD OF BELONING.

5. (1) 'n Beampte of werknemer mag nie sonder die toestemming van die Sekretaris 'n geskenk, geldelik of anders, aanneem wat hom deur 'n lid van die publiek aangebied word uit hoofde daarvan dat hy 'n bepaalde amp of pos in 'n skool beklee of beklee het nie.

(2) 'n Beampte of werknemer mag nie sonder die toestemming van die Sekretaris enige kommissie, geld of beloning, geldelik of anders (wat nie die betaling is wat ten opsigte van sy pligte aan hom betaalbaar is nie) aanneem of dit eis ten opsigte van die uitvoering van sy pligte of die versuim om sy pligte uit te voer, of versuim om aan die Sekretaris die aanbod van so 'n kommissie, geld of beloning te rapporteer nie.

AANNEEM VAN NOMINASIE VIR PARLEMENT, PROVINSIALE RAAD, ENS.

6. (1) 'n Beampte of werknemer wat 'n nominasie of rekwisisie as kandidaat vir verkiesing tot lid van die parlement, of van enige provinsiale raad, aanvaar, word geag vrywillig uit die diens van die bestuursliggaam te getree het met ingang van die datum waarop hy so 'n nominasie of rekwisisie aanvaar het.

(2) 'n Beampte of werknemer kan met die toestemming van die Sekretaris dien as lid van 'n afdelingsraad, stadsraad, munisipale raad, dorpsbestuur, gesondheidskomitee, plaaslike bestuur of skoolraad.

(3) As 'n geskil tussen die Regering of die bestuursliggaam en 'n raad, komitee of bestuur in subregulasie (2) genoem, ontstaan, mag 'n beampte of werknemer wat lid van so 'n raad, komitee of bestuur is, nie aan die bespreking of stemming oor daardie geskilpunt deelneem nie.

AANSTELLING VAN BEAMPTES OM IN HOËR POSTE WAAR TE NEEM.

7. (1) As 'n beampte weens sy afwesigheid, ongesteldheid of enige ander rede nie in staat is om die pligte van sy betrekking te vervul nie of wanneer 'n betrekking vakant raak, kan die bestuursliggaam 'n geskikte persoon magtig om waar te neem in die plek van so 'n afwesige of ongestelde beampte of, na gelang van die geval, in die vakante betrekking totdat dit gevul is.

(2) (a) Die Sekretaris kan magtiging verleen tot die betaling van addisionele betaling aan 'n beampte wat vir meer as drie maande as prinsipaal waarneem en gedurende sodanige tydperk met belangrike bykomende verantwoordelikhede belas word. Sodanige addisionele betaling word nie aan 'n beampte betaal nie wat waarneem in die plek van 'n prinsipaal wat met verlof afwesig is.

(b) Die bedrag van bykomende betaling wat kragtens hierdie regulasie toegeken kan word, mag in geen geval groter wees nie as die verskil tussen die salaris wat die waarnemende beampte werklik ontvang en—

- (i) die minimum salaris van die betrekking waarin hy in 'n waarnemende hoedanigheid aangestel is; of
- (ii) £1,620 per jaar, naamlik die minste.

AANSTELLINGS OF PROEF.

8. (1) 'n Aanstelling in, oorpasing of bevordering na 'n pos op die vaste diensstaat geskied op proef vir minstens twaalf maande indien—

- (a) die Minister, in die geval van iemand wie se salaris ten volle of gedeeltelik deur die Departement betaal word; of
- (b) die bestuursliggaam, in die geval van ander persone as die in (a) genoem;

aldus bepaal: Met dien verstande dat as 'n beampte wat diens op proef doen, oorgeplaas of bevorder word na 'n ander pos, 'n korter diens tyd op proef in die nuwe pos bepaal of magtiging daartoe verleen kan word, wat, saam met die proeftyd en diens in die vorige pos, minstens twaalf maande is.

(2) Die proeftyd van 'n beampte word verleng met die getal dae verlof wat hy gedurende die proeftyd of enige verlenging daarvan geneem het.

(3) As die prinsipaal of ander deur die Sekretaris daartoe aangewese beampte, sertifiseer dat die betrokke beampte gedurende die proeftyd of verlengde proeftyd,

ACCEPTANCE OF GIFTS, COMMISSION, MONEY OR REWARD.

5. (1) An officer or employee shall not accept without the permission of the Secretary a gift, pecuniary or otherwise, offered to him by a member of the public by reason of his occupying or having occupied a particular office or post in a school.

(2) An employee shall not, without the permission of the Secretary, accept or demand in respect of the carrying out of or the failure to carry out his duties, any commission, fee or reward, pecuniary or otherwise (not being the pay payable to him in respect of his duties) or shall not report to the Secretary the offer of such commission, fee or reward.

ACCEPTANCE OF NOMINATION FOR PARLIAMENT, PROVINCIAL COUNCIL, ETC.

6. (1) If an officer or employee accepts a nomination or requisition as candidate for election as member of parliament, or of any provincial council, he shall be deemed to have voluntarily retired from the service of the governing body with effect from the date on which he accepted such nomination or requisition.

(2) An officer or employee may, with the permission of the Secretary, serve as a member of a divisional council, city council, municipal council, village management board, health committee, local authority or school board.

(3) In the event of a question arising between the Government or the governing body and a council, committee, board or authority mentioned in sub-regulation (2), an officer or employee who is a member of such council, committee, board or authority shall not take part in the discussion or give any vote on that question.

APPOINTMENT OF OFFICERS TO ACT IN HIGHER POSTS.

7. (1) Whenever by reason of the absence or incapacity through sickness or any other cause whatever, any officer is unable to carry out the duties of his office or whenever a post is vacant, the governing body may authorise a fit and proper person to act in the place of the absent or incapacitated officer, or as the case may be to act in the vacant office or post until the vacancy is filled.

(2) (a) The Secretary may authorise the payment of additional pay to an officer who, for a period of over three months' duration, shall have been required to act as principal and upon whom substantial additional responsibilities were imposed during such period. No such additional pay shall be paid to an officer who acts in the place of a principal who is on leave.

(b) The amount of additional pay that may be granted under this regulation shall in no case exceed the amount representing the difference between the salary actually drawn by the acting officer and—

- (i) the minimum salary of the post in which he has been appointed to act; or
- (ii) £1,620 per annum, whichever is the lower.

APPOINTMENTS ON PROBATION.

8. (1) An appointment, transfer or promotion to a post on the fixed establishment shall be on probation for at least twelve months if—

- (a) in the case of a person whose salary is paid in full or partially by the Department, the Minister; or
- (b) in the case of a person other than that mentioned in (a), the governing body

so determines: Provided that if an officer who is serving on probation is transferred or promoted to another post, a lesser period of service on probation may be determined or authorized in the new post, which, together with the period of probation served in the former post, shall be not less than twelve months.

(2) The probationary period of an officer shall be extended by the number of days leave taken by him during the period of probation or any extension thereof.

(3) If the principal or other person authorised thereto by the Secretary, certifies that during the period of probation or extended probation the officer concerned has been

voorwaardes waaraan sy aanstelling, oorplasing of bevordering onderworpe was, die aanstelling, oorplasing of bevordering bekragtig.

(4) As 'n aanstelling, oorplasing of bevordering op proef nie bekragtig word nie kan die bestuursliggaam met die goedkeuring van die Minister—

(a) die proeftyd verleng; of

(b) in die geval van 'n persoon wat onmiddellik voor sy oorplasing of bevordering op proef 'n beampte, maar nie 'n beampte op proef was nie, hom terugplaas na die pos wat hy tevore beklee het, of na 'n pos van gelyke gradering, en na die betaling wat hy in sy vorige pos sou bereik het indien sy oorplasing of bevordering op proef nie bekragtig word nie.

(5) Behoudens die bepalings van paragraaf (b) van subregulasie (4), kan 'n beampte wat op proef dien, ontslaan word—

(a) deur hom 'n kalendermaand kennis te gee; of

(b) indien sy dienste onbevredigend is, onverwyld.

KANDIDATE VIR AANSTELLING MOET DOKUMENTE INDIEN.

9. 'n Kandidaat vir aanstelling by 'n skool moet—

(a) 'n aansoek op 'n vorm wat deur die Sekretaris goedgekeur is, invul en aan die Sekretaris of prinsipaal voorlê, indien deur die Sekretaris aangesê;

(b) indien deur die Sekretaris verlang—

(i) bewys lewer dat hy van goeie karakter en geskik vir aanstelling by 'n skool is;

(ii) 'n verklaring invul en 'n geneeskundige verslag in 'n vorm wat deur die Sekretaris goedgekeur is, voorlê wat na die mening van die Sekretaris bevredigend is; en

(iii) 'n geboortesertifikaat en enige ander aangeduide besonderhede verstrek.

KWALIFIKASIES VIR AANSTELLING IN ADMINISTRATIEWE, KLERKLIKE OF DOSERENDE BETREKKINGS.

10. (1) Die Sekretaris bepaal die kwalifikasies vir aanstelling in betrekkings van doserende, administratiewe, klerklike en magasynpersoneel by 'n skool.

(2) Niemand word as 'n beampte aangestel nie, tensy hy in albei die amptelike tale in 'n eksamen van 'n standaard in subregulasie (3) voorgeskryf, geslaag het: Met dien verstande dat die Minister die aanstelling van iemand wat nie aldus gekwalifiseer is nie kan goedkeur, maar so 'n persoon se betaling word nie bo die betaling wat hy ontvang, na verstryking van 'n tydperk van drie jaar, gereken vanaf die datum van sy eerste aanstelling, verhoog nie tensy en tot tyd en wyl hy in so 'n eksamen geslaag het.

(3) Die taalkwalifikasies vereis vir aanstelling in doserende, administratiewe, klerklike en magasynbetrekkings is soos volg:—

(a) betrekkings ten opsigte waarvan 'n matrikulasie- of hoër sertifikaat as toetredingskwalifikasie vereis word: Een amptelike taal van die standaard van die Nasionale Senior Sertifikaat A (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard en die tweede amptelike taal van die standaard van die Nasionale Senior Sertifikaat B (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard;

(b) betrekkings ten opsigte waarvan laer kwalifikasies as matrikulasie, maar nie laer as junior-sertifikaat nie, as 'n toetredingskwalifikasie vereis word: Een amptelike taal van die standaard van die Nasionale Junior Sertifikaat A (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard en die tweede amptelike taal van die standaard van die Nasionale Junior Sertifikaat B (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard.

(4) Ondanks die bepalings van subregulasie (2), kan iemand met die goedkeuring van die Minister in 'n tydelike hoedanigheid of op spesiale kontrak vir 'n bepaalde

conditions to which his appointment, transfer or promotion were subject, confirm the appointment, transfer or promotion.

(4) If the probationary appointment, transfer or promotion is not confirmed, the governing body may, with the approval of the Minister—

(a) extend the period of probation; or

(b) in the case of an officer who immediately prior to his transfer or promotion was an officer, not being a probationary officer, revert him to the post formerly held by him, or to a post of equivalent grading and to the salary he would have attained in his former post if his probationary transfer or promotion be not confirmed.

(5) Subject to the provisions of paragraph (b) of sub-regulation 4, an officer serving on probation may be discharged—

(a) by giving him a calendar month's notice; or

(b) forthwith, if his service is unsatisfactory.

CANDIDATES FOR APPOINTMENT TO SUBMIT DOCUMENTS.

9. A candidate for appointment at a school shall—

(a) submit an application to the Secretary or to the principal if so directed by the Secretary, on a form approved by the Secretary;

(b) if required by the Secretary—

(i) submit evidence that he is of good character and that he is suitable for employment at a school;

(ii) complete a declaration and submit a health certificate in a form approved by the Secretary and which in the opinion of the Secretary is satisfactory;

(iii) submit a birth certificate and any other particulars indicated.

QUALIFICATIONS FOR APPOINTMENT TO ADMINISTRATIVE, CLERICAL AND TEACHING POSTS.

10. (1) The Secretary determines the qualifications for appointment to teaching, administrative, clerical and stores posts at a school.

(2) No person may be appointed as an officer unless he has qualified in both official languages at an examination of a standard prescribed in sub-regulation (3): Provided that the Minister may approve of the appointment of a person not so qualified, but such person will not have his pay increased beyond that drawn by him at the expiry of a period of three years reckoned from the date of his first appointment unless and until he has passed such an examination.

(3) The language qualifications required for appointment to a teaching, administrative, clerical or stores post are as follows:—

(a) Posts in respect of which the matriculation or higher certificate is required as an entry qualification: One official language to be of the National Senior Certificate "A" (or recognised equivalent) or higher standard and the second official language to be of the National Senior Certificate "B" (or recognised equivalent) or higher standard;

(b) posts in respect of which qualifications lower than matriculation but not less than Junior Certificate standard are required as an entry qualification: One official language to be of the National Junior Certificate "A" (or recognised equivalent) or higher standard and the second official language to be of the National Junior Certificate "B" (or recognised equivalent) or higher standard.

(4) Notwithstanding the provisions of sub-regulation (2), any person may, with the approval of the Minister, be appointed in a temporary capacity or on special contract for a fixed period in a post on the fixed establishment

GRADERING VAN ONDERWYSERS.

11. (1) Onderwysers word vir doeleindes van bepaling van salarisskaal in die volgende kategorieë gegradeer:—

(a) Blanke Onderwysers:—

Kategorie.	Opvoedkundige vereistes.
	Matrikulasie- of gelykstaande sertifikaat plus daarna—
A.....	Een jaar akademiese of vakkundige opleiding.
B.....	Twee jaar akademiese of vakkundige opleiding.
C.....	Drie jaar akademiese of vakkundige opleiding.
D.....	Vier jaar akademiese of vakkundige opleiding.
E.....	Vyf jaar akademiese of vakkundige opleiding.
F.....	Ses jaar akademiese of vakkundige opleiding.

(b) Indiëronderwysers:—

Kategorie.	Opvoedkundige vereistes.
	Matrikulasie- of gelykstaande sertifikaat plus daarna—
A.....	Een jaar akademiese of vakkundige opleiding.
B.....	Twee jaar akademiese of vakkundige opleiding.
C.....	Drie jaar akademiese of vakkundige opleiding.
D.....	Vier jaar akademiese of vakkundige opleiding.
E.....	Vyf jaar akademiese of vakkundige opleiding.
F.....	Ses jaar akademiese of vakkundige opleiding.

(c) Kleurlingonderwysers:—

Kategorie.	Opvoedkundige vereistes.
A.....	Laer primêre onderwysersertifikaat vir Kleurlinge; of derdeklas-onderwysersertifikaat; of derdeklas-onderwysersertifikaat (junior); of derdeklas-onderwysersertifikaat (senior); of goedgekeurde gelykwaardige kwalifikasie.
AA.....	Hoër primêre onderwysersertifikaat vir Kleurlinge; of 'n kwalifikasie wat vir graad A voorgeskryf is plus senior sertifikaat; of goedgekeurde gelykwaardige kwalifikasie.
B.....	Laer primêre onderwysersertifikaat vir Kleurlinge plus senior sertifikaat plus voldoening aan minstens die helfte van die vereistes van 'n universiteitsgraad; of hoër primêre onderwysersertifikaat vir Kleurlinge plus senior sertifikaat; of gevorderde primêre onderwysersertifikaat vir Kleurlinge; of goedgekeurde gelykwaardige kwalifikasie.
C.....	Laer primêre onderwysersertifikaat vir Kleurlinge plus 'n universiteitsgraad; of hoër primêre onderwysersertifikaat vir Kleurlinge plus senior sertifikaat plus voldoening aan minstens die helfte van die vereistes van 'n universiteitsgraad; of goedgekeurde gelykwaardige kwalifikasie.
D.....	Hoër primêre onderwysersertifikaat vir Kleurlinge plus 'n universiteitsgraad; of 'n universiteitsgraad plus die suksesvolle voltooiing van 'n eenjarige nagraadse opleidingskursus; of goedgekeurde gelykwaardige kwalifikasie.
E.....	Universiteitsgraad plus die suksesvolle voltooiing van twee jaar nagraadse opleiding; of goedgekeurde gelykwaardige kwalifikasie.
F.....	Universiteitsgraad plus die suksesvolle voltooiing van drie jaar nagraadse opleiding; of goedgekeurde gelykwaardige kwalifikasie.

(d) Bantoe-onderwysers:—

Kategorie.	Opvoedkundige vereistes.
A.....	Laer primêre onderwysersertifikaat vir Bantoes.
B.....	Hoër primêre onderwysersertifikaat vir Bantoes.
C.....	Matrikulasie plus 'n vakkundige sertifikaat.
D.....	Vier universiteitsgraadkursusse plus 'n vakkundige sertifikaat.
E.....	Agt universiteitsgraadkursusse plus 'n vakkundige sertifikaat.
F.....	Universiteitsgraad plus 'n vakkundige sertifikaat.

(2) Die waarde van kwalifikasies vir klassifikasiedoeleindes word deur die Sekretaris bepaal en die aanvangsalaris so die minimum van die betrokke skaal word deur die Sekretaris vasgestel volgens die ervaring en kwalifikasies van elke beaampte of werknemer.

(3) 'n Onderwyser wat nie die minimumkwalifikasies vir enige kategorie in subregulasie (1) voorgeskryf besit nie, word op die salarisskaal vir kategorie A aangestel.

SALARISVERHOOGINGS.

12. (1) Behoudens die bepalinge van subregulasie (2), word die salaris van 'n beaampte of werknemer wie se salaris ten volle of gedeeltelik deur die Departement betaal word, verhoog met een salarisverhoging binne die perke van die skaal wat op hom van toepassing is, na die voltooiing van elke salarisverhogingstydperk en wel met ingang van die eerste dag van die maand (hieronder 'n

CLASSIFICATION OF TEACHERS.

11. (1) Teachers shall be graded in the following categories for the purpose of determining their salary scales:—

(a) European Teachers:—

Category.	Educational Requirements.
	Matriculation certificate or its equivalent plus thereafter—
A.....	One year academic or professional training.
B.....	Two years' academic or professional training.
C.....	Three years' academic or professional training.
D.....	Four years' academic or professional training.
E.....	Five years' academic or professional training.
F.....	Six years' academic or professional training.

(b) Indian Teachers:—

Category.	Educational Requirements.
	Matriculation certificate or its equivalent plus thereafter—
A.....	One year academic or professional training.
B.....	Two years' academic or professional training.
C.....	Three years' academic or professional training.
D.....	Four years' academic or professional training.
E.....	Five years' academic or professional training.
F.....	Six years' academic or professional training.

(c) Coloured Teachers:—

Category.	Educational Requirements.
A.....	Lower primary teacher's certificate for Coloureds; or third-class teacher's certificate; or third-class teacher's certificate (junior); or third-class teacher's certificate (senior); or approved equivalent qualifications.
AA.....	Higher primary teacher's certificate for Coloureds; or any qualification prescribed for grade A plus senior certificate; or approved equivalent qualifications.
B.....	Lower primary teacher's certificate for Coloureds plus senior certificate plus the completion of at least half the requirements for a university degree; or higher primary teacher's certificate for Coloureds plus senior certificate; or advanced primary teacher's certificate for Coloureds; or approved equivalent qualifications.
C.....	Lower primary teacher's certificate for Coloureds plus a university degree; or higher primary teacher's certificate for Coloureds plus senior certificate plus the completion of at least half the requirements for a university degree; or approved equivalent qualifications.
D.....	Higher primary teacher's certificate for Coloureds plus a university degree; or university degree plus the successful completion of a one-year post-graduate course of training; or approved equivalent qualifications.
E.....	University degree plus the successful completion of two years post-graduate training, or approved equivalent qualifications.
F.....	University degree plus the successful completion of three years post-graduate training; or approved equivalent qualifications.

(d) Bantu Teachers:—

Category.	Qualifications.
A.....	Lower primary teacher's certificate for Bantu.
B.....	Higher primary teacher's certificate for Bantu.
C.....	Matriculation plus professional certificate.
D.....	Four university degree courses plus professional certificate.
E.....	Eight university degree courses plus professional certificate.
F.....	University degree plus professional certificate.

(2) Qualifications shall be evaluated by the Secretary for classification purposes and the commencing salary in excess of the minimum of the respective scale shall be determined by the Secretary in accordance with the experience and qualifications of each officer or employee.

(3) A teacher who does not possess the minimum qualifications prescribed for any category in sub-regulation (1) is appointed on the salary scale for category A.

SALARY INCREMENTS.

12. (1) Subject to the provisions of sub-regulation (2), the salary of an officer or employee whose salary is paid in full or partially by the Department shall be increased by one salary increment within the limits of the scale applicable to him, after completion of each incremental period and with effect from the first day of the month (hereinafter called an incremental month) during which

(2) Indien die prinsipaal 'n sertifikaat uitreik waarin verklaar word dat 'n beampte of werknemer se gedrag met betrekking tot ywer, dissipline, presiesheid op tyd of matigheid gedurende 'n salarisverhogingstydperk nie deurgaans bevredigend was nie of dat hy sy werk gedurende sodanige salarisverhogingstydperk nie deurgaans op 'n bevredigende wyse verrig het nie, word die salaris van sodanige beampte of werknemer nie kragtens die bepalings van subregulasie (1) verhoog nie: Met dien verstande dat die Sekretaris kan goedkeur dat die salaris van 'n beampte of werknemer kragtens die bepalings van subregulasie (1) verhoog word niteentaande dat 'n sertifikaat soos in hierdie subregulasie bedoel, uitgereik is.

(3) Indien, vanweë die uitreiking van 'n sertifikaat in subregulasie (2) genoem, die salaris van 'n beampte of werknemer nie kragtens die bepalings van subregulasie (1) of van die voorbehoudsbepaling van subregulasie (2) verhoog word nie, word so 'n beampte of werknemer deur die Sekretaris skriftelik verwittig van die redes daarvoor asook dat by verstryking van 'n aaneenlopende tydperk wat aangedui word en wat nie langer as 'n salarisverhogingstydperk is nie, 'n salarisverhoging deur die Sekretaris toegeken kan word op voorwaarde dat 'n sertifikaat deur die prinsipaal uitgereik word waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die eienskappe in subregulasie (2) genoem, gedurende sodanige tydperk bevredigend was.

(4) (a) Indien die tydperk, in subregulasie (3) genoem, korter is as 'n salarisverhogingstydperk, word een salarisverhoging deur die Sekretaris aan die beampte of werknemer toegeken met ingang van die eerste dag van die maand wat volg op die datum waarop genoemde tydperk verstryk: Met dien verstande dat so 'n salarisverhoging slegs toegeken kan word as die prinsipaal 'n sertifikaat uitreik waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die eienskappe in subregulasie (2) genoem gedurende daardie tydperk bevredigend was.

(b) Indien 'n salarisverhoging kragtens paragraaf (a) aan 'n beampte of werknemer toegeken is, word 'n verdere salarisverhoging deur die Sekretaris aan hom toegeken na verstryking van 'n salarisverhogingstydperk gereken vanaf die datum waarop sy salaris kragtens subregulasie (1) verhoog sou gewees het indien daardie verhoging nie ingevolge die bepalings van subregulasie (2) weerhou was nie: Met dien verstande dat so 'n salarisverhoging slegs toegeken kan word as die prinsipaal 'n sertifikaat uitreik waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die eienskappe in subregulasie (2) genoem steeds bevredigend was vanaf die datum van toekenning van die salarisverhoging in paragraaf (a) genoem, tot die datum wat dié voorafgaan waarop 'n salarisverhoging kragtens hierdie paragraaf toegeken kan word: Met dien verstande voorts dat die bepalings van hierdie paragraaf nie op 'n beampte of werknemer van toepassing is nie indien sy salaris reeds gelyk is aan die maksimum kerf van die toepaslike skaal.

(5) Indien 'n salarisverhoging kragtens paragraaf (a) van subregulasie (4) nie aan 'n beampte of werknemer toegeken word nie—

(a) word hy weer eens deur die Sekretaris skriftelik verwittig van die redes daarvoor asook dat by verstryking van 'n aaneenlopende tydperk wat aangedui moet word en wat gelykstaande moet wees aan die verskil tussen die tydperk in paragraaf (a) van subregulasie (3) genoem en 'n salarisverhogingstydperk, 'n salarisverhoging deur die Sekretaris toegeken kan word op voorwaarde dat 'n sertifikaat deur die prinsipaal uitgereik word waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die eienskappe in subregulasie (2) genoem bevredigend was gedurende genoemde aaneenlopende tydperk; en

(b) word twee salarisverhogings deur die Sekretaris aan hom toegeken na verstryking van 'n salarisverhogingstydperk gereken vanaf die datum waarop sy salaris kragtens subregulasie (1) verhoog sou gewees het indien sodanige verhoging nie kragtens die bepalings van subregulasie (2) weerhou was nie:

(2) If the principal issues a certificate in which it is declared that the officer's or employee's conduct as to industry, discipline, punctuality or sobriety was not uniformly satisfactory during an incremental period or that he did not perform his work uniformly satisfactorily during such incremental period, the salary of such officer or employee shall not be increased in terms of sub-regulation (1): Provided that the Secretary may approve that the salary of an officer or employee be increased in terms of the provisions of sub-regulation (1) notwithstanding that a certificate mentioned in this sub-regulation has been issued.

(3) If on account of the issue of a certificate mentioned in sub-regulation (2), the salary of an officer or employee is not increased in terms of the provisions of sub-regulation (1) or of the proviso to sub-regulation (2), the Secretary shall notify such officer or employee in writing of the reasons therefor and also that at the expiry of a continuous period to be indicated and which shall be not longer than an incremental period, a salary increment may be granted by the Secretary on condition that a certificate is issued by the principal in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2), were satisfactory during such period.

(4) (a) If the period mentioned in sub-regulation (3) is shorter than an incremental period, the Secretary shall grant the officer or employee one salary increment with effect from the first day of the month following the date on which such period expired: Provided that such salary increment may be granted only if the principal issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2), were satisfactory during such period.

(b) If an officer or employee has been granted a salary increment in terms of paragraph (a), the Secretary shall grant him a further salary increment after the expiry of an incremental period reckoned from the date on which his salary would have been increased in terms of sub-regulation (1) had such increase not been withheld in terms of sub-regulation (2): Provided that such salary increment may be granted only if the principal issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) continued to be satisfactory from the date of the granting of the salary increment mentioned in paragraph (a) to the date preceding that on which a salary increment may be granted in terms of this paragraph: Provided further that the provisions of this paragraph shall not apply to an officer or employee if his salary is already equal to the maximum notch of the appropriate scale.

(5) In an officer or employee is not granted a salary increment in terms of paragraph (a) of sub-regulation (4)—

(a) such officer or employee shall again be notified in writing by the Secretary of the reasons therefor as well as that at the expiry of a continuous period which must be indicated and which must be equal to the difference between the period mentioned in sub-regulation (3) and an incremental period, a salary increment may be granted by the Secretary on condition that the principal issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) were satisfactory during the continuous period mentioned;

(b) the Secretary shall grant the officer or employee two salary increments after the expiry of an incremental period reckoned from the date on which his salary would have been increased in terms of sub-regulation (1) if such increase had not been withheld in terms of the provisions of sub-

kaat uitreik waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die eienskappe in subregulasie (2) genoem, bevredigend was gedurende die aaneenlopende tydperk in paragraaf (a) genoem: Met dien verstande voorts dat slegs een salarisverhoging aan sodanige beampte of werknemer toegeken kan word indien sy salaris reeds gelyk is aan die tweedelaaste kerf van die toepaslike skaal.

(6) Indien die tydperk in subregulasie (3) genoem gelyk is aan 'n salarisverhogingstydperk, word twee salarisverhogings deur die Sekretaris aan sodanige beampte of werknemer toegeken na verstryking van daardie tydperk: Met dien verstande dat so 'n salarisverhoging slegs toegeken kan word indien die prinsipaal 'n sertifikaat uitreik waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die eienskappe in subregulasie (2) genoem gedurende sodanige tydperk bevredigend was: Met dien verstande voorts dat slegs een salarisverhoging aan sodanige beampte of werknemer toegeken kan word indien sy salaris reeds gelyk is aan die tweedelaaste kerf van die toepaslike skaal.

(7) Indien 'n salarisverhoging nie kragtens paragraaf (b) van subregulasie (4), paragraaf (b) van subregulasie (5) of subregulasie (6) aan 'n beampte of werknemer toegeken word nie, tree die bepalinge van subregulasies (2), (3), (4), (5) en (6) *mutatis mutandis* opnuut in werking.

(8) Behoudens die bepalinge van hierdie regulasie, word die salaris van 'n beampte of werknemer aan wie 'n salarisverhoging ingevolge paragraaf (b) van subregulasie (4), paragraaf (b) van subregulasie (5) of subregulasie (6) toegeken is, by die verstryking van elke verdere salarisverhogingstydperk verhoog met een salarisverhoging, binne die perke van die skaal wat op hom van toepassing is.

ONDERSOEK DEUR 'N GENEESKUNDIGE RAAD.

13. (1) Die Sekretaris kan te eniger tyd eis dat 'n beampte of werknemer hom onderwerp aan 'n ondersoek deur 'n geregistreerde geneesheer wat die Sekretaris aanwys, of 'n geneeskundige raad wat die Sekretaris of 'n beampte deur hom daartoe gemagtig, in oorleg met die Sekretaris van Gesondheid saamstel, en die koste verbode aan die ondersoek word deur die bestuursliggaam betaal: Met dien verstande dat die beampte of werknemer wat ondersoek moet word, indien hy dit verlang, op eie koste kan reël dat sy private geneesheer by die verrigtinge van 'n geneeskundige raad teenwoordig kan wees.

(2) 'n Verslag van die geneeskundige ondersoek vir die doel van subregulasie (1) moet op 'n vorm wat die Sekretaris goedkeur, gedoen word.

VERSLAE OOR PERSONEEL EN ONGUNSTIGE OPMERKINGS.

14. (1) 'n Verslag in 'n vorm deur die Sekretaris verlang, moet so dikwels as wat hy vereis, ten opsigte van enige beampte onder sy beheer deur 'n prinsipaal ingevul en ingedien word.

(2) Behoudens die bepalinge van subregulasie (3), mag 'n beampte ten opsigte van wie 'n verslag ingevolge subregulasie (1) voltooi is, nie insae daarin hê nie.

(3) 'n Ongunstige opmerking in 'n verslag vervat, moet deur die beampte deur wie dit gemaak is, skriftelik en in sy volledige samehang onder die aandag gebring word van die beampte oor wie gerapporteer word, en laasgenoemde beampte moet die skriftelike mededeling onderteken en dit tesame met enige skriftelike verhoë wat hy wil voorlê aan eersgenoemde beampte terugbesorg. Die voorafgaande bepalinge is ook van toepassing op ongunstige opmerkings wat ten opsigte van 'n beampte in 'n skriftelike mededeling gemaak word, behalwe dat sodanige opmerkings deur die prinsipaal onder die beampte se aandag gebring moet word: Met dien verstande dat 'n ongunstige opmerking wat in die notule van 'n vergadering van 'n meriete-komitee vervat is, nie onder die aandag van

issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) were satisfactory during the continuous period mentioned in paragraph (a): Provided further that only one salary increment may be granted to such officer or employee if his salary is already equal to the penultimate notch of the appropriate scale.

(6) If the period mentioned in sub-regulation (3) is equal to an incremental period, the Secretary shall grant such officer or employee two salary increments after the expiry of such period: Provided that such salary increments may be granted only if the principal issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) were satisfactory during such period: Provided further that such officer or employee may be granted one salary increment only if his salary is already equal to the penultimate notch of the appropriate scale.

(7) If an officer or employee is not granted a salary increment in terms of paragraph (b) of sub-regulation (4), paragraph (b) of sub-regulation (5) or sub-regulation (6), the provisions of sub-regulations (2), (3), (4), (5) and (6) shall *mutatis mutandis* become operative afresh.

(8) Subject to the provisions of this regulation, the salary of an officer or employee to whom a salary increment has been granted in terms of paragraph (b) of sub-regulation (4), paragraph (b) of sub-regulation (5), or sub-regulation (6), shall, at the expiry of each further incremental period, be increased by one salary increment within the limits of the scale applicable to him.

EXAMINATION BY A MEDICAL BOARD.

13. (1) The Secretary may at any time require that an officer or employee submit himself to an examination by a registered medical practitioner nominated by the Secretary, or by a medical board constituted by the Secretary (or an officer authorised thereto by him) in consultation with the Secretary for Health. The expenditure connected with the examination shall be paid by the governing body: Provided that the officer or employee who is to be examined, may, if he so desires, arrange at his own expense for his private medical practitioner to be present at the meeting of the medical board.

(2) A report of a medical examination for the purpose of sub-regulation (1) shall be made on a form approved by the Secretary.

REPORTS ON STAFF AND ADVERSE REMARKS.

14. (1) A report, in a form indicated by the Secretary, shall, when required by him, be completed and submitted by the principal in respect of any officer under his control.

(2) Subject to the provisions of sub-regulation (3), an officer in respect of whom a report has been completed in terms of sub-regulation (1), shall not have the right of access thereto.

(3) Any adverse remark contained in a report shall be brought to the notice of the officer reported upon in writing and in its full context by the officer who made the remark. The officer reported upon must sign the written communication and return it, together with any representations, in writing, which he desires to submit, to the officer who made the remark. The foregoing provisions also apply to adverse remarks made in respect of an officer in a written communication, except that such remarks shall be brought to the notice of the officer by the principal: Provided that an adverse remark contained

(4) Ondanks die bepalings van subregulasie (3), kan die Sekretaris, of 'n beampte deur hom daartoe gemagtig, goedkeur dat ongunstige opmerkings nie onder die aandag van 'n beampte gebring word nie indien die Sekretaris van oordeel is dat dit nie in die belang van die departement of die betrokke beampte is nie: Met dien verstande dat die Sekretaris kan gelas dat enige ongunstige opmerking skriftelik of mondelings onder 'n beampte se aandag gebring moet word.

(5) Indien dit deur 'n persoon of bestuursliggaam wat 'n verslag ten opsigte van 'n beampte moet mede-onderteken of moet oorweeg, bevind word dat daar geen regverdiging bestaan vir 'n ongunstige opmerking wat daarin voorkom nie, word daardie ongunstige opmerking uit die verslag geskrap en die betrokke beampte skriftelik van die skrapping verwittig indien die ongunstige opmerking reeds onder sy aandag gebring was, en sodanige verwittiging van skrapping maak dan 'n deel van die verslag uit.

(6) Nadat 'n verslaggewende beampte 'n verslag voltooi het of nadat 'n inspekteur sy opmerkings daarop aangebring het, word dit aan die Sekretaris besorg. Hierdie bepalings moet ook nagekom word, ten opsigte van ongunstige opmerkings in 'n skriftelike mededeling vervat.

BEDANKINGS.

15. (1) 'n Lid van die doserende personeel van 'n skool kan uit sy betrekking bedank slegs met ingang van die end van 'n kalenderkwartaal of die ooreenstemmende skoolkwartaal, naamlik die laaste datum van die twee, mits hy kennis daarvan gee voor of aan die end van die voorafgaande skoolkwartaal.

(2) Tensy in sy aanstellingsvoorwaardes anders bepaal, moet 'n beampte of werknemer wat nie lid van die doserende personeel is nie, minstens 'n kalendermaand kennis gee van sy voorneme om uit sy betrekking te bedank.

(3) 'n Lid van die doserende personeel van 'n skool wat minder as 'n skoolkwartaal diens voltooi het en wat binne dertig dae na die aanvang van die daaropvolgende skoolvakansie uit sy betrekking bedank, is nie op betaling vir die vakansietydperk wat tussenin val, geregtig nie, tensy hy of diens verrig het vir die volle tydperk van die gemelde skoolvakansie of verlof van afwesigheid toegestaan was vir dié gedeelte van die skoolvakansietydperk waarin hy nie diens verrig het nie.

(4) Die Sekretaris kan 'n korter tydperk van kennisgewing as dié wat in subregulasie (1) en (2) voorgeskryf is, aanvaar.

(5) 'n Vroulike beampte wat voornemens is om te trou of uit haar betrekking bedank met die voorneme om te trou, moet vooraf skriftelik aan die bestuursliggaam kennis van haar voorgename huwelik gee.

ONTSLAG EN UITDIENSTREDING.

16. (1) 'n Beampte kan ontslaan word—

- (a) by bereiking van die pensioenleeftyd;
- (b) in die geval van 'n dame, as sy in die huwelik tree; met dien verstande dat so 'n dame na haar huwelik nie in diens gehou word nie, tensy die goedkeuring van die Minister verkry is;
- (c) weens swak gesondheid;
- (d) weens die afskaffing van sy pos of enige vermindering in of herorganisasie of heraanpassing van die personeel van die skool waar hy in diens is;
- (e) indien sy ontslag na die mening van die Minister verbeterings in die organisasie van die skool waar hy in diens is, sal vergemaklik as gevolg waarvan groter doeltreffendheid of besparing bewerkstellig sal word;
- (f) weens enige ongeskiktheid of onbekwaamheid soos in artikel dertig van die Wet beskryf; of
- (g) weens enige wangedrag soos in artikel agt-en-twintig van die Wet omskryf.

(2) 'n Beampte wat sonder verlof van sy prinsipaal vir 'n tydperk van meer as een kalendermaand van sy amppligte wegbly, word geag uit die diens van die bestuursliggaam weens wangedrag ontslaan te gewees het met ingang van die datum wat onmiddellik volg op die laaste dag waarop hy op sy plek van diens teenwoordig was:

(4) Notwithstanding the provisions of sub-regulation (3), the Secretary or an officer authorised thereto by him, may approve that adverse remarks be not brought to the notice of an officer if the Secretary is of opinion that it is not in the interest of the Department, school or the officer concerned: Provided that the Secretary may direct that any adverse remarks be brought to the notice of an officer, either in writing or verbally.

(5) If it is found by a person or governing body who has to countersign or consider a report in respect of an officer, that no justification exists for an adverse remark appearing therein, the adverse remark shall be expunged therefrom and the officer concerned be advised in writing of the expunction if the adverse remark had already been brought to his notice. Such advise of expunction shall then form part of the report.

(6) After a reporting officer has completed a report or after the comments of an inspector have been recorded thereon, it shall be submitted to the Secretary. These provisions must also be complied with in respect of adverse remarks contained in a written communication.

RESIGNATIONS.

15. (1) A member of the teaching staff of a school may resign his appointment only as from the end of a calendar quarter or the corresponding school term, whichever may be the later date: Provided he gives notice thereof not later than the end of the preceding school term.

(2) Unless otherwise provided in the terms of his appointment, an officer or employee other than a member of the teaching staff shall give at least one calendar month's notice of his intention to resign his appointment.

(3) A member of the teaching staff who has completed less service than a school quarter and who resigns his appointment within thirty days after the commencement of the succeeding school term, is not entitled to pay for the intervening holiday period unless he has performed duty for the full holiday period or unless leave of absence is granted for that portion of the school holiday period during which he did not perform duty.

(4) The Secretary may accept shorter notice than that specified in sub-regulations (1) and (2).

(5) A female officer who contemplates marriage or who resigns her appointment in contemplation of marriage shall give the governing body prior written notice of her proposed marriage.

DISCHARGE AND RETIREMENT.

16. (1) An officer may be discharged—

- (a) on attaining the pensionable age;
- (b) in the case of a female, on her marriage: Provided that such female officer shall not be retained in employment after her marriage unless the approval of the Secretary is obtained;
- (c) on account of ill-health;
- (d) owing to the abolition of his post or to any reduction in or reorganisation or re-adjustment of the staff of the school at which he is employed;
- (e) if in the opinion of the Minister his discharge will facilitate improvements in the organisation of the school at which he is employed by which greater efficiency or economy will be effected;
- (f) on account of any unfitness or incapacity described in section thirty of the Act; or
- (g) on account of any misconduct as defined in section twenty-eight of the Act.

(2) An officer who absents himself from his official duties without permission of the principal for a period exceeding one month, shall be deemed to have been discharged from the service of the school on account of misconduct with effect from the date immediately succeeding his last day of attendance at his place of duty: Provided that if such officer assumes other employment he shall be

meld, niteenstaande dat bedoelde tydperk nog nie verstryk het nie: Met dien verstande voorts dat indien so 'n beamppte hom te eniger tyd na die verstryking van genoemde tydperk vir diens aanmeld, die bestuursliggaam, ondanks andersluidende wetsbepalings, met die goedkeuring van die Minister, so 'n beamppte in sy vorige pos of in 'n ander pos kan aanstel op die voorwaardes wat die Minister goedkeur, en in so 'n geval word die tydperk van sy afwesigheid van sy ampspligte, geag afwesigheid met vakansieverlof sonder betaling of verlof op sodanige ander voorwaardes wat die Minister goedkeur, te wees.

(3) (a) Al is daar geen rede vir ontslag kragtens subregulasie (1) nie, kan die aanstelling van 'n beamppte in diens by 'n skool deur die bestuursliggaam met goedkeuring van die Minister beëindig word deur hom kennis te gee—

(i) soos in subregulasie (1) van regulasie 17 aangedui in die geval van 'n beamppte met tien jaar of meer onafgebroke diens of in die geval van 'n lid van die doserende personeel wat nie op proef is nie;

(ii) soos in subregulasie (2) van voormelde regulasie aangedui in die geval van 'n beamppte met minder as tien jaar onafgebroke diens.

(b) 'n Bestuursliggaam stel 'n beamppte in kennis van sy voorneme om by die Minister aansoek te doen om die beamppte se ontslag kragtens paragraaf (a). Die beamppte kan binne veertien dae na ontvangs van sodanige kennisgewing by die Minister appelleer. Die Minister se beslissing oor die appèl is finaal.

KENNIS BY ONTSLAG.

17. (1) Die dienste van 'n lid van die doserende personeel wat om enige rede in paragraaf (d) of (e) van artikel *sewe-en-twintig* van die Wet genoem, ontslaan word, word beëindig slegs aan die end van 'n kalenderkwartaal of van die ooreenstemmende skoolkwartaal, naamlik die laaste datum van die twee: Met dien verstande dat so 'n lid minstens 'n skoolkwartaal kennis van sy ontslag kry.

(2) Indien 'n beamppte wat nie lid van die doserende personeel is nie, in die omstandighede in subregulasie (1) beskryf, ontslaan word, kry hy minstens een kalendermaand kennis daarvan.

DIENSURE.

18. (1) Van 'n lid van die doserende personeel word verwag om normaalweg 25 uur per week onderrig te gee: Met dien verstande dat waar werkwinkel- en ander praktiese opleiding ingesluit is, die ure tot 34 uur per week of 'n ander maksimum wat die Sekretaris bepaal, verleng kan word.

(2) Waar klasse so gereël is dat 'n lid van die doserende personeel wie se betaling ten volle deur die Departement gesubsidieer word, nie onderrig vir 25 uur of werkwinkel- en praktiese onderrig vir 30 uur per week of die ander ure wat die Sekretaris bepaal, gee nie, kan van hom vereis word om ten opsigte van die tekort onderrig aan 'n voortsettingsklas wat aan so 'n skool verbonde is, te gee sonder om ekstra betaling daarvoor te ontvang.

(3) (a) Waar 'n lid van die doserende personeel in 'n voortsettingsklas of sowel by 'n skool as in 'n voortsettingsklas onderrig gee vir tydperke wat tesame meer is as die weeklikse ure wat in subregulasie (2) voorgeskryf is, kan hy ten opsigte van die ekstra ure bykomende betaling teen die tarief wat op sodanige klasse van toepassing is, ontvang: Met dien verstande dat sodanige bykomende betaling slegs ten opsigte van onderrig wat in voortsettingsklasse gegee is, betaalbaar is.

(b) By die berekening van die totale diensure per kwartaal waarvoor bykomende betaling betaal word, word gedeeltes van 'n uur van dertig minute of meer gereken as 'n uur en tydperke van minder as dertig minute buite rekening gelaat en ekstra diens van minder as vyftien minute op 'n besondere dag word buite rekening gelaat.

(4) Die diensure van beamptes en werknemers, behalwe doserende personeel, is dié wat die prinsipaal met die goedkeuring van die Sekretaris bepaal.

BEAMPTTE OF WERKNEMER MOET AL SY TYD TOT BESIKKING VANDIE BESTUURSLIGGAAM PLAAS.

19. (1) 'n Beamppte of werknemer moet al sy tyd tot die beskikking van die bestuursliggaam plaas en mag

ing that the said period has not expired: Provided further that if such officer reports for duty at any time after the expiry of the said period, the governing body may notwithstanding anything contained in the Act or any law, with the approval of the Minister appoint him in his former post or any other post on such conditions as the Minister may approve, and in that event the period of his absence from official duty shall be deemed to have been absence on vacation leave without pay or leave on such other conditions as the Minister may approve.

(3) (a) Notwithstanding the absence of any cause for discharge under sub-regulation (1), the appointment of an officer employed at a school may be terminated by the governing body with the approval of the Minister by giving him notice—

(i) as indicated in sub-regulation (1) of regulation 17, in the case of an officer with ten years' or more continuous service or of a member of the teaching staff, who is not serving on probation;

(ii) as indicated in sub-regulation (2) of the above-mentioned regulation in the case of an officer with less than ten years' continuous service.

(b) A governing body shall notify an officer of its intention to apply to the Minister for the termination of the officer's service in terms of paragraph (a). The officer may, within fourteen days of receipt of such notice, appeal to the Minister. The Minister's decision on the appeal is final.

NOTICE OF DISCHARGE.

17. (1) The services of a member of the teaching staff who is discharged for any reason mentioned in paragraph (d) or (e) of section *twenty-seven* of the Act, may be terminated only at the end of a calendar quarter or of the corresponding school term, whichever may be the later date: Provided that a member shall receive at least one school term's notice of his discharge.

(2) When an officer who is not a member of the teaching staff is discharged in the circumstances described in sub-regulation (1) he shall receive at least one calendar month's notice thereof.

HOURS OF DUTY.

18. (1) A member of the teaching staff is normally required to give instruction for 25 hours per week: Provided that where workshop and other practical training is included, the hours may be increased to 34 hours per week or to such other maximum as the Secretary may determine.

(2) Where classes are so arranged that a member of the teaching staff whose salary is subsidised in full by the Department does not give instruction for 25 hours or workshop and practical instruction for 30 hours per week or such other hours as the Secretary has determined, he may in respect of the shortfall be required to give instruction at a continuation class attached to such school without receiving extra pay therefor.

(3) (a) Where a member of the teaching staff gives instruction at a continuation class or at both a school and a continuation class for periods which in the aggregate exceed the weekly hours prescribed in sub-regulation (2), he may in respect of the excess be paid extra pay at the rates applicable to such classes: Provided that such extra pay will be payable only in respect of instruction given at a part-time class.

(b) In calculating the total hours of duty per quarter in respect of which extra pay is payable, portions of an hour of thirty minutes or more are reckoned as one hour and periods of less than thirty minutes are disregarded. Extra duty of less than fifteen minutes on a particular day is disregarded.

(4) The hours of duty of officers and employees other than the teaching staff are such as the principal, with the approval of the Secretary, determines.

OFFICER OR EMPLOYEE SHALL PLACE WHOLE TIME AT THE DISPOSAL OF THE GOVERNING BODY.

19. (1) An officer or employee shall place the whole of his time at the disposal of the governing body and may

besoldigde werk verrig of hom verbind om sodanige besoldigde werk vir 'n ander persoon te verrig sonder die goedkeuring van die Sekretaris nie.

(2) Gedurende diensure moet 'n beampte of werknemer hom met sy ampspligte besig hou en nie sonder die toestemming van die prinsipaal of van die persoon wat oor hom geplaas is, sy aandag aan private aangeleenthede wy of sy pos verlaat om private besigheid te verrig of anders van sy werk wegbly nie.

OORTYD, EKSTRA DIENS EN BYKOMENDE BETALING.

20. (1) 'n Beampte of werknemer kan, benewens die diensure voorgeskryf of voorgeskryf in regulasie 18, gelas word om op ander tye wat die prinsipaal nodig ag, diens te verrig.

(2) 'n Beampte of werknemer het, behalwe soos in sub-regulasie (3) van regulasie 18 bepaal, geen aanspraak op bykomende betaling ten opsigte van enige ekstra diens wat deur hom verrig of van hom vereis word nie.

(3) Daar kan aan 'n beampte of werknemer, benewens sy goedgekeurde salaris, nie 'n toelae, bonus, gratifikasie, honorarium of voorreg sonder die goedkeuring van die Sekretaris betaal of toegestaan word nie: Met dien verstande dat hierdie bepaling nie van toepassing is nie op enige toelae of voorreg waarvan die betaling of toestaan gemagtig word kragtens enige wet, regulasie of algemene voorskrif sonder dat dit aan sodanige goedkeuring onderworpe gemaak word nie.

AFSTAAN VAN BETALING.

21. 'n Beampte of werknemer mag nie sonder die goedkeuring van die Sekretaris sy betaling en toelaes of 'n deel daarvan sedeer nie.

AFWESIGHEIDSVERLOF, REIS- EN VERBLYFTOELAES, VERVOER, OORPLASINGSKOSTE, LOSIES EN INWONING.

22. (1) 'n Bestuursliggaam kan, onderworpe aan die goedkeuring van die Sekretaris en binne die perke van en onder die voorwaardes voorgeskryf in—

- (a) deel III, gelees met regulasie 1 van deel II, afwesigheidsverlof van diens aan 'n beampte of werknemer toestaan;
- (b) die Staatsdiensregulasies, soos toegepas by regulasie 1 van deel II—
 - (i) reis- en verblyftoelae ten opsigte van 'n goedgekeurde reis en afwesigheid van sy hoofkwartier van 'n beampte of werknemer betaal;
 - (ii) die vervoer en oorplasingskoste van 'n beampte of werknemer by sy oorplasing betaal;
 - (iii) by ontslag van 'n beampte of werknemer om enige rede genoem in paragraaf (a), (c), (d), (e) of (f) van artikel sewe-en-twintig van die Wet of aan sy huishouding by sy afsterwe terwyl hy nog in diens is, vervoer van sy hoofkwartier na sy of hulle toekomstige woonplek verskaf;
- (c) deel IV, aan 'n beampte of werknemer of sy huisgesin of besoekers in 'n koshuis inwoning en kos verskaf en afslag van die gelde betaalbaar vir losies en kos ten opsigte van toesigdiens toestaan,

asof gemelde beampte of werknemer iemand in diens by 'n skool is.

(2) Die Sekretaris kan goedkeuring verleen vir 'n afwyking van die bepalings van subregulasie (1) en kan die uitgawe daaraan verbonde vir subsidiedoeleindes erken.

or engage himself to perform remunerative work for another person without the approval of the Secretary.

(2) During the hours of duty an officer or employee shall devote himself to the discharge of his duties and shall not allow his attention to be engaged upon private affairs or without the permission of the principal or person placed in authority over him, leave his post to conduct private business or otherwise absent himself from duty.

OVERTIME, EXTRA DUTY AND ADDITIONAL PAY.

20. (1) An officer or employee may in addition to the hours of duty prescribed or determined in terms of regulation 18, be required to perform duty at such other time as the principal may deem necessary.

(2) An officer or employee is not entitled to claim extra pay in respect of additional duties performed or required of him, except as is provided in sub-regulation (3) of regulation 18.

(3) In addition to his approved salary no allowance, bonus, gratuity, honorarium or privilege may be paid or granted to an officer or employee, without the approval of the Secretary: Provided that this provision will not apply to any allowance or privilege, the payment or grant of which is authorised by any Act, regulation, or general instruction without being subject to such approval.

CESSION OF PAY.

21. An officer or employee may not without the approval of the Secretary, cede the whole or part of his pay and allowance.

LEAVE OF ABSENCE, TRAVELLING AND SUBSISTENCE ALLOWANCES, TRANSFER EXPENSES, TRANSPORT FACILITIES AND BOARD AND LODGING.

22. (1) A governing body may, with the approval of the Secretary, and within the limits of and subject to the conditions prescribed in—

- (a) Part III read in conjunction with regulation 1 of Part II, grant leave of absence from duty to an officer or employee;
- (b) the Public Service Regulations, as applied by regulation 1 of Part II—
 - (i) pay travelling and subsistence allowances in respect of an authorised journey and absence from his headquarters of an officer or employee;
 - (ii) pay the transport and other transfer expenses of an officer or employee;
 - (iii) on the discharge of an officer or employee for any reason mentioned in paragraphs (a), (c), (d), (e) or (f) of section twenty-seven of the Act, or on his death while still in service, provide transport facilities for himself or his household from his headquarters to his or their future place of residence; and
- (c) Part IV, provide board and lodging to an officer or employee or his household or visitor in a hostel and grant remission of the fees payable for board and lodging in respect of supervision duties performed;

as if such officer or employee is a person employed at a school.

(2) The Secretary may authorise a departure from the provisions of sub-regulation (1) and may recognise any expenditure connected therewith for subsidy purposes.

INHOUD.

No. BLADSY

Departement van Onderwys, Kuns en Wetenskap.

GOEWERMENSKENNISGEWING.

- R. 75. Wet op Beroepsonderwys, 1955: Regulasies met betrekking tot Personeel in Diens by Beroepskole, Staatsondersteunde Beroepskole, Voortsettings- en Deeltydse Klasse ... 1

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