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GOVERNMENT NOTICE

DEPARTMENT OF EDUCATION

No. 1531

11 November 1997

TERMS AND CONDITIONS OF EMPLOYMENT OF EDUCATORS DETERMINED IN TERMS OF SECTION 5 OF THE EDUCATORS' EMPLOYMENT ACT, 1994

The Minister of Education has, in terms of section 5 of the Educators' Employment Act, 1994, determined the terms and conditions of employment of educators as set out in the Schedule.

S. M. E. BENGU

Minister of Education

Date: 29 October 1997.

SCHEDULE**Personnel Administration Measures (PAM) determined by the Minister of Education in terms of the Educators' Employment Act, 1994 (the Act) and the Regulations made in terms of the Act (Regulations)**

In this PAM a word or expression to which a meaning has been assigned in the Act or the Regulations, shall have that meaning unless the context otherwise indicates.

CHAPTER A**SCOPE OF APPLICABILITY, NORMS AND GUIDELINES FOR THE PURPOSES OF ESTABLISHMENT DETERMINATION, RANK DESIGNATIONS, RANK CODES FOR PERSONAL PURPOSES AND JOB CONTENTS****1. SCOPE OF APPLICABILITY**

- (1) This PAM is applicable to educators at schools, technical colleges, colleges of education and education control and auxiliary services, that concern (themselves with all those activities aimed at educating and teaching pupils/students, in respect of both formal and non-formal education.
- (2) As regards the matters that are regulated in this PAM, only those measures contained herein shall apply, and there may, in respect of the matters regulated herein, be no deviation from the prescribed measures: Provided that should there be cases not covered by the measures contained herein or should there be any doubt as to the application of the provisions in individual cases, or should there be cases that could justify a deviation from policy, particulars thereof shall be submitted to the Department of Education with a view to a decision regarding such application or possible deviation by the Minister of Education, or the possible amendment or supplementing of the measures by the Minister of Education, with the concurrence of the Minister of State Expenditure in the event of an amendment or supplementation having a financial implication, after negotiation and agreement in terms of the Education Labour Relations Act, 1993.

2. NORMS/GUIDELINES FOR THE PURPOSES OF ESTABLISHMENT DETERMINATION

- (1) As regards provision of Educator personnel for each of the provincial education departments the following basis applies:
 - (a) Learner:educator ratios as agreed to in respect of the various categories of education institutions.
 - (b) In respect of establishment determination outside education institutions (offices), the approved post level ratio norm (sub-paragraph (2) below) which regulates the number of Educators who can be utilised on the various post levels (within the global number of educators employed in a provincial education department).

- (c) The distribution of personnel (that is, the provision of 'posts' on the fixed establishment) over the various post levels according to the post level ratio norm, must be based on full-time incumbents.
- (i) Educators employed on a proportional basis as well as part-time units who are paid on a per-hour basis must be converted to full-time incumbent units. (This does not include full-time units remunerated for additional work, or educators paid on a per-hour basis in respect of selfsupporting courses.)
 - (ii) For the purposes of determining the number of 'posts' on the fixed establishment, substitutes on post level 1 must not be taken into account.
 - (iii) The distribution of educators over post levels, including proportional appointments, must be monitored by the relevant provincial education department every quarter/term.
 - (iv) The distribution of educators over the various post levels in a particular reporting year, (excluding substitutes on post level 1), must conform to the prescribed post level ratio norms.
- (d) Educators who hold lower post level gradings but who are utilised on higher post levels and are remunerated on the higher post level must for the purposes of the application of the formula be deemed to occupy posts on the higher post level.
- (e) The post level ratio norm shown in sub-paragraph (2) below is the most favourable distribution of educators (incumbents/full-time equivalent units) over post levels that can be applied. This means that the provision (number of incumbents) applicable to higher post levels who are not utilised, may be used as incumbent numbers on lower post levels.
- (2) The post level ratio norm is as follows:

Post Level	Ratio per 1000 Educators
1	697,20
2	182,20
3	84,50
4	34,20
5	0,95
6	0,95

NOTE: In the calculation of the number of educators at every post level, fractions must be omitted, e.g. 91,7 = 91. The fractions that are omitted must be added to the calculated provision of educators at post level 1.

- (3) Provision of posts of education therapist and senior education therapist

- (a) Post provisioning norms for schools in respect of education therapists and senior education therapists are additional to post provisioning in respect of other categories of educators, namely those with teaching or psychological responsibilities.
- (b) The following post provisioning norms apply in respect of education therapists:

Disability	Number of posts per learner
Cerebral Palsied	0,050
Physically disabled	0,040
Specifically learning disabled	0,033
Visually Impaired	0,010
Hearing Impaired	0,010
Epileptic	0,020
Autistic	0,033
Severely Mentally handicapped	0,010

- (c) In order to determine the number of therapist posts to be provided to a school, the number of learners in each disability category is multiplied by the applicable norm in paragraph (b). Fractions of posts which may occur after the calculated values in respect of all the categories of disability have been added together, are ignored. However, with regard to the provision of the first and only post to a school, a fraction of 0,5 or more may be rounded to a full post, unless the department concerned is able to render the required service by means of centrally based therapists.
- (d) Each learner may only be counted once even though they may be multiply disabled. Learners who are multiply disabled are counted under the category of disability which is, for purposes of post provisioning, more favourable.
- (e) For every multiple of 5 therapist posts, one post will be at post level 2; Provided that at least 3 posts should be allocated in respect of a specific discipline of therapy (speech, physio or occupational) for the allocation of a post level 2 post in respect of such discipline. Allocation of disciplines of therapy should be done in accordance with the specific needs of the school.

(4) Conditions for the establishment of post level 6 posts

Taking into account sub-paragraphs 2 (Post level ratio norms) above and 3 (Rank designations) -

- (a) the salary and motor financing scheme applicable to the post class Director in the defined management cadre in the Public Service (as indicated in the PAS for the management cadre in the Public Service) as well as the top structure evaluation instrument and coupled measures for the evaluation of staff on the intended post class also apply to post level 6 for educators;
- (b) post level 6 posts must only be utilised where there are actual management functions applicable;
- (c) the utilisation of post level 6 posts must be limited to education control and auxiliary services and colleges of education; and
- (d) the grading of post level 6 is kept on par with the grading of posts of director in the rest of the Public Service as a transverse matter.

(5) Grading of Institutions

The rank (post level) of the head of an institution is determined in terms of the grading of the institution which is done in accordance with the number of learners in the institution. The following table is applicable:

TYPE OF EDUCATIONAL INSTITUTION	NUMBER OF FULL TIME EQUIVALENT LEARNERS	GRADING OF INSTITUTION	POST LEVEL OF HEAD OF INSTITUTION
Pre-primary Schools	Above required minimum but fewer than 60	PP1	1
	61 - 119	PP2	2
	120 +	PP3	3
Primary Ordinary Schools	Above required minimum but fewer than 80	P1	1
	80 - 159 (as well as schools with fewer than 80 learners but with more than one educator,	P2	2
	160 - 719	P3	3
	720 +	P4	4

TYPE OF EDUCATIONAL INSTITUTION	NUMBER OF FULL TIME EQUIVALENT LEARNERS	GRADING OF INSTITUTION	POST LEVEL OF HEAD OF INSTITUTION
Secondary Ordinary Schools and Combined Ordinary Schools	Above required minimum but fewer than 630	S3	3
	630 +	S4	4
Comprehensive Schools (Secondary schools with a full complement of technical or agricultural subjects added)	Above required minimum but fewer than 500	S3	3
	500 +	S4	4
Art, Ballet, Drama and Music Schools	Above required minimum but fewer than 400	S3	3
	400 +	S4	4
Technical Colleges	Above required minimum but fewer than 300	T3	3
	300 - 1519	T4	4
	1520 +	T5	5
Schools for learners with specialised educational needs	Above required minimum but fewer than 350	SS3	3
	350 +	SS4	4
Colleges of Education	Above required minimum but fewer than 1100	C4	4
	1100 - 1699	C5	5
	1700 +	C6	6

3. RANK DESIGNATIONS

The following rank designations apply:

Rector: College of Education	4 5 6
Vice-rector: College of Education	4
Senior Head of Department: College of Education	4
Head of Department: College of Education	3
Senior Lecturer: College of Education	3
Lecturer: College of Education	2
Principal: Technical College	3 4 5
Senior Deputy Principal: Technical College	4
Deputy Principal: Technical College	3
Head of Division: Technical College	3
Principal Lecturer: Technical College	3
Senior Lecturer: Technical College	2
Lecturer: Technical College	1
Principal: School	1 2 3 4
Deputy Principal: School	3
Head of Department: School	2
Senior Education Therapist	2
Teacher: School	1
Education Therapist	1
Director: Education	6
Chief Education Specialist	5
Deputy Chief Education Specialist	4
First Education Specialist	3
Senior Education Specialist	2
Education Specialist	1

4. RANK CODES FOR PERSAL PURPOSES

Rank Code	Rank Description for Persal purposes
60001	EDUCATION SPECIALIST (O)
60002	EDUCATION SPECIALIST, SENIOR (O)
60003	EDUCATION SPECIALIST, FIRST (O)
60004	EDUCATION SPECIALIST, DEPUTY CHIEF (O)
60005	EDUCATION SPECIALIST, CHIEF (O)
60006	DIRECTOR (O)
60101	TEACHER (S)
60102	HEAD OF DEPARTMENT (S)
60103	PRINCIPAL: DEPUTY (SC)
60301	PRINCIPAL: PRINCIPAL (P1)
60302	PRINCIPAL: (P2)
60303	PRINCIPAL (P2 S3 T3 SS3)
60404	PRINCIPAL (P4 S4 T4 SS4)
60501	LECTURER (T)
60502	LECTURER: SENIOR (T)
60503	LECTURER: SENIOR (C)
60603	HEAD OF DIVISION (T)
60504	PRINCIPAL: SENIOR DEPUTY (T)
60703	PRINCIPAL: DEPUTY (T)
60803	PRINCIPAL (T3)
60902	LECTURER (C)
60903	HEAD OF DEPARTMENT (C)
61104	HEAD OF DEPARTMENT: SENIOR (C)
60904	RECTOR: VICE (C)
60905	RECTOR (C5)
60906	RECTOR (C6)
61004	RECTOR (C4)
61005	PRINCIPAL (T5)
60906	RECTOR (C6)
61021	EDUCATION THERAPIST
61022	SENIOR EDUCATION THERAPIST

5. JOB CONTENTS

The job content for each post level and/or type of post as determined by the needs of the various education institutions, is applicable.

CHAPTER B**RELATIVE EDUCATION QUALIFICATION VALUE, APPOINTMENT, DETERMINATION OF SALARIES, MEASURES IN RESPECT OF SALARY ADJUSTMENTS DURING THE PERIOD FROM 1 JULY 1992 TO 1 JULY 1995, RANK CODES IN RESPECT OF POST LEVELS AND REQV****1. RELATIVE EDUCATION QUALIFICATION VALUE (REQV)****(1) Definition**

A relative value is attached to an education qualification in accordance with the measures as set out in the document "Evaluation of Qualifications for Employment in Education". The determination of the REQV is based primarily on the number of recognised prescribed full-time professional or academic years of study at an approved university, technikon or college of education and taking into account the level of school education attained.

Note:

- (i) The recognition of diplomas for salary purposes is restricted to not more than two recognised post standard 10 diplomas, to a maximum REQV of 15.
- (ii) Existing approved measures that deviate from those set out below must only be applied when absolutely necessary. (The said measures apply until such time as the system of determining REQVs could be developed to accommodate all needs adequately).

(2) REQUIREMENTS IN RESPECT OF REQVs**REQV EDUCATION QUALIFICATION**

- 10 Grade 12 or lower without a teacher's qualification.
- 11 Grade 8, 9, 10 or 11 plus a teacher's qualification of at least two years apposite training.
- 12 Grade 12 plus one or two years apposite training.
- 13 Grade 12 plus three years apposite training.
- 14 Grade 12 plus four years apposite training.
- 15 Grade 12 plus five years apposite training.
- 16 Grade 12 plus six years apposite training. Only professional qualified educators can be classified under REQV 16, provided such persons are in possession of a recognised completed university degree.

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Grade 12 plus seven years apposite training. To be regarded as having an REQV of 17 a candidate must, in addition to the requirements for classification under REQV 16, also be in possession of at least a recognised master's degree.

2. APPOINTMENTS IN EDUCATION

(1) Definition

The concept 'appointment' includes the following:

- (a) Employment in a full-time or part-time (pro-rata basis) capacity.
- (b) The first employment of a person as Educator by an education department.
- (c) The transfer of an educator from one education department to another with promotion, retention or reduction of post level grading.
- (d) The transfer of an educator to a higher, an equal or a lower post level grading within the same education department.
- (e) The reappointment, after a break in service, of an educator by an education department.

(2) Minimum requirements for appointment

(a) Educational qualifications

With the exception of persons appointed to the following posts who are not required to be qualified educators, all persons must have at least a recognised three year qualification (REQV13) which must include appropriate training as a teacher in order to qualify for appointment as an educator. In cases where candidates do not comply with the requirements (REQV13) and it is nevertheless essential to appoint such candidates, these cases are regarded as individual relaxations of the requirements and such persons must be remunerated according to the appropriate lower salary ranges.

* Posts for Technical Subjects

* Posts for Technical Drawing

* Posts for Instrumental Music

* Posts for Practical Ballet, National Greek Dances, History of Ballet and Anatomy

* Posts for training in the Hotel and Catering Industry

* Accompanist posts for Ballet

- * Posts for Technical Subjects at educational bureau's, advisory education services or colleges of education
- * Posts for Television production and maintenance
- * Posts for the teaching of Nursing at Schools for Special Education and Schools for Specialised Education
- * Librarian posts at colleges and departmental head office libraries
- * Posts of Education Therapists on post levels one and two

* Educator posts outside education institutions:

The Minister may approve the appointment to educator posts outside education institutions of persons who have not been trained as teachers in cases where teacher training is not a prerequisite to perform the duties attached to the specific educator post. The total number of such appointments to posts in provincial education departments as well as the Department of Education may not exceed 100: Provided that when the Minister makes use of this discretion he tables information of the persons who have been awarded relaxation and the details of their posts in the ELRC. Where possible and all things being equal, preference should be given to persons with teacher qualifications for appointment in this type of post.

Subject to the provisions for individual relaxation, only appropriately qualified educators may be promoted to post levels 2 and above.

Note:

Persons with an REQV of 10 who were appointed on or after 1 January 1984 -

- (i) may be appointed only at post level 1; and
- (ii) may be utilised in secondary schools only if they are in possession of a Grade 12 certificate.

(b) Experience

- (i) Post level 1

No experience is required for appointment to posts at post level 1.

- (ii) Post level 2-6

The minimum requirements in respect of experience for appointment to promotion posts are as follows:

Post level	Minimum Experience required (years)
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2	3
3	5
4	7
5	8
6	9

Actual educator's experience as well as appropriate experience are taken into account for purposes of appointment at post levels 2 and higher.

Note: In order to be eligible for promotion an educator must comply with all the minimum requirements in respect of qualifications and experience applicable to the particular post.

(3) Reappointment of educators who have retired or who have been retired on pension prematurely

Subject to the general policy prescriptions applicable to the appointment of educators, every reappointment of an educator who has retired or has been retired on pension before reaching his/her retirement age shall be approved by the head of education or by the person to whom he/she has delegated such authority. By reappointment is meant any form of re-employment in a full-time or part-time capacity of an educator who has retired or has been retired on pension prematurely in terms of any of the approved measures. Such approval shall be applicable only to reappointments to educator posts for which the State has accepted financial responsibility.

The principles referred to below shall be taken into account in considering such reappointments. The head of Education or the person delegated by him/her, shall decide on the re-appointment concerned after he/she has weighed up these principles and the extent to which they have been complied with.

- (a) In the case of reappointments, the only consideration shall be the interests of education, which includes the interests of the provincial education department and the interests of the child, the school and the State.
- (b) Other applicants who comply with the prescribed requirements for appointment, and young entrants to the profession in particular, shall be given preference over persons who have already had the opportunity of an extensive career in education.
- (c) In considering a person whose services have been terminated owing to rationalisation and who has not been given the option of appointment to another suitable post, the termination of his/her services shall not prejudice him/her being considered for reappointment.

- (d) In the absence of sound reasons, the reappointment of persons whose services have been terminated owing to rationalisation and who have been given the opportunity of being transferred to another suitable post but who have nevertheless exercised the choice of retiring on pension prematurely, shall be deemed not to be in the interests of the State.

By "suitable post" in this regard is meant a post of a grading at least equal to the one from which the Educator concerned has been retired and which, given all the relevant circumstances of the person concerned, is such that he/she may reasonably be expected to accept appointment to such position.

- (e) In the absence of sound reasons the reappointment of persons who have at their own request retired prematurely on reduced pension benefits shall not be deemed to be in the interests of the State.

- (f) The application for reappointment of persons who have retired on pension prematurely on grounds of continued ill health and whose state of health has improved to such an extent that the prescribed health requirements are met shall be considered bearing in mind the principles in paragraphs (a) and (b).

- (g) Subject to the above principles, the consideration of any reappointment of an educator shall take into account the principles of fairness and justice and the generally accepted principles relating to the maintenance of sound employer-employee relations.

3. DETERMINATION OF SALARIES

(1) Definitions

- (a) A salary band refers to a set of salary ranges which are applicable to educators on a specific post level and with a specific REQV. Example: The salary band applicable to an educator on post level 1 with a REQV13, consists of salary ranges 6, 7 and 8 as well as the salaries between ranges 6 and 7 and ranges 7 and 8.

- (b) Salary ranges consist of a number of (usually 3) salaries

- (c) A salary position refers to the position of a specific salary in a salary range, eg. the third salary of range 5 will be referred to as being in salary position 5.3.

(2) The salary structure

The salary structure and adjustment for educators with effect from 1 July 1997 is as set out below. The salaries between the salary ranges are as an interim measure included in the salary structure to facilitate the phasing-in of the salary grading system. These salary positions will be referred to as I (Interim.)

Salary range	Salary position	Salary (R) 1/7/1996	Salary (R) 1/7/1997
3	3.1	23526	25659
	3.2	24615	26823
	3.3	25704	28020
	I	26793	29205
4	4.1	27882	30395
	4.2	28905	31509
	4.3	29928	32625
	I	30951	33738
	I	31974	34854
5	5.1	32988	35958
	5.2	34296	37386
	5.3	35604	38814
	I	36912	40236
	I	38220	41664
	I	39528	43089
6	6.1	40836	44514
	6.2	43344	47247
	6.3	45852	49983
	I	48360	52719
7	7.1	50868	55449
	7.2	53487	58302
	7.3	56106	61155
	I	58725	63699
	I	61344	66540
8	8.1	63963	69381
	8.2	67509	73248
	8.3	71055	77094
	I	74601	80943
9	9.1	78141	84423
	9.2	81045	87561
	9.3	83949	90696
	9.4	86853	93837
	9.5	89757	96972
	I	92661	100110
	I	95565	103248

Salary range	Salary position	Salary (R) 1/7/1996	Salary (R) 1/7/1997
10	10.1	98463	106377
	10.2	102702	110958
	10.3	106941	115539
	10.4	111180	120117
11	11.1	115413	124692
	11.2	123468	133392
	11.3	131523	142098
12	12.1	139578	150798
	12.2	147474	159273
	12.3	155370	167799
13	13.1	163260	171426
	13.2	170373	178893
	13.3	177486	186363

(3) Post levels, REQVs and salary ranges

The following table indicates the salary ranges applicable to educators in accordance with their post levels and REQVs.

POST LEVEL	REQV	APPLICABLE SALARY RANGES
1	10	3
	11	3-5
	12	4-6
	13	6-8
2	14-17	7-8
	10	5
	11	6
	12	7
3	13-17	8-9
	10	6
	11	7
	12	8
4	13-17	9-10
	11	8
	12	9
	13-17	10-11
5	13-17	12
	13-17	13

(4) General principle

An educator is always appointed to the lowest salary position of the salary band applicable to his/her REQV and the post to which he/she is appointed: Provided that an educator who is promoted to a higher post level, shall advance at least one salary position. An appointment may only be made to a salary position in the salary band which is applicable to the particular post and REQV concerned.

(5) Recognition of qualifications which are higher than the minimum required for appointment to a specific salary band

An educator with a REQV of 15, 16 or 17, who is appointed (first appointment) from outside education to post level 1 or an educator with a REQV of 14 to 17 who is appointed (first appointment) from outside education to post level 2 to 4, receives, after he/she has completed a period of one year of continuous service, one cash award calculated in terms of the provisions in paragraph 7(b) hereunder, for each REQV higher than 14 or 13 respectively.

(6) Educators who are reappointed after a break in service

Note: The applicable salary position to which an educator should be appointed after a break in service, is always determined in terms of the salary position which he/she occupied before the break in service. An equivalent salary position of a person who left the service before 1 July 1996 is determined by adjusting his/her last applicable salary in accordance with all the subsequent adjustment measures up to and including the adjustment measures applicable to the salary adjustment on 1 July 1996. In order to compare the level of a post to which a person is reappointed after 1 July 1996 with the level he/she occupied before a break in service before 1 July 1996, the level of the new post must be compared with the equivalent post level of the previous post in the new post level system.

(a) Educators who are reappointed at the same post level

An educator who has had a break in service and who is reappointed to the same post level, shall be reappointed to the same salary position (or equivalent salary position) that he/she occupied before the break in service: Provided that if the educator has improved his/her REQV during the break in service which has the effect that a new salary band becomes applicable, the appointment shall be to the minimum of the new salary band or the same salary position occupied before, whichever is more beneficial to the educator. If such educator who has improved his/her REQV during his/her break in service is appointed to the same salary position occupied before the break in service, he/she will be entitled to a cash bonus in accordance with the measures in paragraph (7)(b) hereunder.

(b) Educators who are reappointed at lower post levels

An educator who is reappointed to a lower post level than the one he/she occupied before the break in service, is appointed to the highest applicable salary position which is lower than the salary position (or equivalent salary position) occupied by the educator before the break in service by at least the number of post levels that the new post level is lower than the post level occupied before the break in service: Provided that if the educator has improved his/her REQV during the break in service which has the effect that a different salary band becomes applicable, the appointment shall be to the minimum of the applicable salary band or to the salary position determined in terms of this paragraph, whichever is more beneficial to the educator. If the appointment is to the same salary position than it would have been, had the educator not improved his/her REQV, the educator will be entitled to a cash bonus as set out in paragraph 7(b).

(c) Educators who are reappointed to a higher post level.

An educator who is appointed to a higher post level than the one he/she occupied before the break in service, is appointed to the lowest applicable salary position which is higher than the salary position (or equivalent salary position) occupied by the educator before the break in service by at least the number of post levels that the new post level is higher than the post level occupied before the break in service: Provided that if the educator has improved his/her REQV during the break in service which has the effect that a different salary band becomes applicable, the appointment shall be to the minimum of the applicable salary band or to the salary position determined in terms of this paragraph, whichever is more beneficial to the educator. If the appointment is to the same salary position than it would have been had the educator not improved his/her REQV, the educator will be entitled to a cash bonus as set out in paragraph 7(b).

(7) Recognition for improvement in REQV

- (a) The salaries of educators in the following positions who improve their qualifications which has the effect that their REQV increases, adjust to the salary position as indicated.

Post level	Present REQV	Present Salary Range	New REQV	New Salary position
1	10	3	11	4.1
	11	3	12	4.1
	11	4	12	5.1
	11	5	12	6.1
	12	4	13	6.1
	12	5	13	6.1
	13	6	14	7.1

Post level	Present REQV	Present Salary Range	New REQV	New Salary position
2	10	5	11	6.1
	11	6	12	7.1
	12	7	13(+)	8.1
3	10	6	11	7.1
	11	7	12	8.1
	12	8	13(+)	9.1
4	11	8	12	9.1
	12	9	13(+)	10.1

- (b) Educators in the following positions who improve their qualifications which has the effect that their REQV increases, receive a cash bonus, calculated in all cases as 10% of the minimum of salary range 7, as it was on the date that the qualification was obtained:

Post level	REQV	Salary Range
1	13 or higher	7 and 8
2	13 or higher	8 and 9
3	13 or higher	9 and 10
4	13 or higher	10 and 11

- (c) A cash award payable in terms of the previous paragraph came into effect from 1 July 1996, and may not be granted to an educator more than once for the same REQV improvement.

(8) Salary adjustment: 1 July 1996 (Implementation of new salary and post structure)

It should be noted that:

- (a) The salary adjustments on 1 July 1996, as set out in the following table, was in accordance with a person's salary as well as his/her post level as on 30 June 1996.
- (b) In instances where two post levels were combined to a new post level, two persons on equivalent salary positions but on two different post levels before 1 July 1996, may have adjusted to different salary positions.

Post Level I

Former Qualification Category	REQV	Salary Notch as on 30 June 1996	Salary as on 1 July 1996	Salary Position
A2	10	20 118	23 526	3.1
A1	11	20 118	23 526	3.1
		21 972	24 615	3.2
		23 826	26 793	I
		25 680	28 905	4.2
		27 534	30 951	I
		29 805	32 988	5.1
		32 076	35 604	5.3
		34 347	38 220	I
		36 618	40 836	6.1 (P)
B	12	21 972	27 882	4.1
		23 826	27 882	4.1
		25 680	28 905	4.2
		27 534	30 951	I
		29 805	32 988	5.1
		32 076	35 604	5.3
		34 347	38 220	I
		36 618	40 836	6.1
		38 889	43 344	6.2
		41 598	45 852	6.3
		44 307	50 868	7.1
		47 016	53 487	7.2
C	13	29 805	40 836	6.1
		32 076	40 836	6.1
		34 347	40 836	6.1
		36 618	43 344	6.2
		38 889	43 344	6.2
		41 598	45 852	6.3
		44 307	50 868	7.1
		47 016	53 487	7.2
		49 725	56 106	7.3
		52 689	58 725	I
		55 653	61 344	I
		58 617	67 509	8.2
D-G	14-17	34 347	50 868	7.1
		36 618	50 868	7.1
		38 889	50 868	7.1
		41 598	53 487	7.2
		44 307	53 487	7.2
		47 016	53 487	7.2

Former Qualification Category	REQV	Salary Notch as on 30 June 1996	Salary as on 1 July 1996	Salary Position
		49 725	56 106	7.3
		52 689	58 725	I
		55 653	61 344	I
		58 617	67 509	8.2
		61 581	71 055	8.3
		64 899	74 601	I
		68 217	78 141	9.1 (P)
		71 535	81 045	9.2 (P)
		74 853	83 949	9.3 (P)
Post Level 2				
A2	10	23 826	32 988	5.1
A1	11	29 805	40 836	6.1
		32 076	40 836	6.1
		34 347	40 836	6.1
		36 618	43 344	6.2
B	12	36 618	50 868	7.1
		38 889	50 868	7.1
		41 598	50 868	7.1
		44 307	53 487	7.2
		47 016	53 487	7.2
C	13	49 725	63 963	8.1
		52 689	63 963	8.1
		55 653	63 963	8.1
		58 617	67 509	8.2
		61 581	71 055	8.3
		64 899	74 601	I
D-G	14-17	55 653	63 963	8.1
		58 617	67 509	8.2
		61 581	71 055	8.3
		64 899	74 601	I
		68 217	78 141	9.1
		71 535	81 045	9.2
		74 853	83 949	9.3
		78 171	86 853	9.4
		81 615	92 661	I
Former Post Level 3 (New Post Level 3)				
A2	10	27 534	40 836	6.1
A1	11	34 347	50 868	7.1
		36 618	50 868	7.1
		38 889	50 868	7.1

Former Qualification Category	REQV	Salary Notch as on 30 June 1996	Salary as on 1 July 1996	Salary Position
B	12	41 598	53 487	7.2
		41 598	63 963	8.1
		44 307	63 963	8.1
		47 016	63 963	8.1
		49 725	67 509	8.2
C	13	52 689	67 509	8.2
		55 653	78 141	9.1
		58 617	78 141	9.1
		61 581	78 141	9.1
		64 899	81 045	9.2
		68 217	81 045	9.2
		71 535	81 045	9.2
		74 853	83 949	9.3
		78 171	86 853	9.4
		81 615	92 661	I
D-G	14-17	61 581	78 141	9.1
		64 899	81 045	9.2
		68 217	81 045	9.2
		71 535	81 045	9.2
		74 853	83 949	9.3
		78 171	86 853	9.4
		81 615	92 661	I
		85 059	95 565	I
		88 503	98 463	10.1

Former Post Level 4 (New Post Level 3)

A1	11	38 889	53 487	7.2
		41 598	53 487	7.2
		44 307	53 487	7.2
		47 016	56 106	7.3
B	12	47 016	67 509	8.2
		49 725	67 509	8.2
		52 689	67 509	8.2
		55 653	71 055	8.3
		58 617	71 055	8.3
C		61 581	81 045	9.2
		64 899	81 045	9.2
		68 217	81 045	9.2
		71 535	83 949	9.3
		74 853	83 949	9.3
		78 171	86 853	9.4
		81 615	92 661	I
		85 059	95 565	I
		88 503	98 463	10.1

Former Qualification Category	REQV	Salary Notch as on 30 June 1996	Salary as on 1 July 1996	Salary Position
D-G	14-17	68 217	81 045	9.2
		71 535	83 949	9.3
		74 853	83 949	9.3
		78 171	86 853	9.4
		81 615	92 661	I
		85 059	95 565	I
		88 503	98 463	10.1
		91 947	102 702	10.2
		95 391	106 941	10.3

Former Post Level 5 (New Post Level 4)

A1	11	44 307	63 963	8.1
		47 016	63 963	8.1
		49 725	63 963	8.1
		52 689	67 509	8.2
B	12	52 689	78 141	9.1
		55 653	78 141	9.1
		58 617	78 141	9.1
		61 581	81 045	9.2
		64 899	81 045	9.2
C	13	68 217	98 463	10.1
		71 535	98 463	10.1
		74 853	98 463	10.1
		78 171	102 702	10.2
		81 615	102 702	10.2
		85 059	102 702	10.2
		88 503	106 941	10.3
		91 947	106 941	10.3
		95 391	106 941	10.3
D-G	14-17	74 853	98 463	10.1
		78 171	102 702	10.2
		81 615	102 702	10.2
		85 059	102 702	10.2
		88 503	106 941	10.3
		91 947	106 941	10.3
		95 391	106 941	10.3
		98 835	111 180	I
		102 279	115 413	11.1

Former Post Level 6 (New Post Level 4)

		102 279	115 413	11.1
		106 272	123 468	11.2
		110 265	123 468	11.2

Former Qualification Category	REQV	Salary Notch as on 30 June 1996	Salary as on 1 July 1996	Salary Position
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Former Post Level 7 (New Post Level 5)

110 265	139 578	12.1
114 258	139 578	12.1
119 058	139 578	12.1

Former Post Level 8 (New Post Level 6)

131 478	163 260	13.1
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4. MEASURES IN RESPECT OF SALARY ADJUSTMENTS DURING THE PERIOD FROM 1 JULY 1992 TO 1 JULY 1995

Salary notch (R.p.a)	Salary notch (R.p.a)	Salary notch (R.p.a)	Salary notch (R.p.a)	Salary notch (R.p.a)	Salary notch (R.p.a)
<u>92/07/01</u>	<u>93/07/01</u>	<u>93/11/01</u>	<u>93/12/01</u>	<u>94/04/01</u>	<u>95/07/01</u>
102918	108075	108075	126411	126411	131478
102603	107736	107736	107736	113772	119058
98127	103038	103038	103038	108810	114258
94692	99432	99432	99432	105003	110265
91257	95826	95826	95826	101196	106272
87822	92220	92220	92220	97389	102279
84864	89115	89115	89115	94110	98835
81906	86010	86010	86010	90831	95391
78948	82905	82905	82905	87552	91947
75990	79800	79800	79800	84273	88503
73032	76695	76695	76695	80994	85059
70074	73590	73590	73590	77715	81615
67116	70485	70485	70485	74436	78171
64269	67494	67494	67494	71277	74853
61422	64503	64503	64503	68118	71535
58575	61512	61512	61512	64959	68217
55728	58521	58521	58521	61800	64899
52881	55530	55530	55530	58641	61581
50334	52857	52857	52857	55818	58617
47787	50184	50184	50184	52995	55653
45240	47511	47511	47511	50172	52689
42693	44838	44838	44838	47349	49725
40365	42393	42393	42393	44769	47016
38037	39948	39948	39948	42189	44307
35709	37503	37503	37503	39609	41598
33381	35058	35058	35058	37029	38889
31431	33009	33009	33009	34866	36618
29481	30960	30960	30960	32703	34347
27531	28911	28911	28911	30540	32076
25581	26862	26862	26862	28377	29805
23631	24813	24813	24813	26214	27534
21831	22923	22923	22923	24216	25680
20031	21033	21033	21033	22218	23826
18231	19143	19143	19143	20220	21972
16431	17253	17253	17253	18222	20118
14841	15585				
13251	13917				
11832	12426				
10413	10935				

5. RANK CODES IN RESPECT OF POST LEVELS AND REQV

Post Level	Relative Education Qualification Value (REQV)	Rank Codes
1	10	36991
1	11	36992
1	12	36993
1	13	36994
1	14-17	36995
2	10	36996
2	11	36997
2	12	36998
2	13-17	36999
3	10	37000
3	11	37001
3	12	37002
3	13-17	37003
4	11	37004
4	12	37005
4	13-17	37006
5	13-17	37007
6	13-17	37008

CHAPTER C**1. ACHIEVEMENT RECOGNITION**

The norms and principles in respect of the evaluation of achievement and the subsequent rewarding of outstanding performance still need to be finalised.

Post Level	Relative Education	Rank Codes
1	10	38991
1	11	38992
1	12	38993
1	13	38994
1	14-17	38995
2	10	38996
2	11	38997
2	12	38998
2	13-17	38999
3	10	37000
3	11	37001
3	12	37002
3	13-17	37003
4	11	37004
4	12	37005
4	13-17	37006
5	13-17	37007
6	13-17	37008

CHAPTER D

ALLOWANCES, MEASURES IN CONNECTION WITH EDUCATORS WHO ARE PAID ON A PER-HOUR BASIS FOR TUITION, FULL-TIME EDUCATORS WHO PERFORM PAID OVERTIME DUTIES OR EDUCATORS WHO ARE APPOINTED ON A PROPORTIONAL BASIS

1. An educator may only earn additional income with the written approval of the head of department or the official to whom he/she has delegated this authority.

2. ALLOWANCES

2.1 Differentiated allowances

A non-pensionable allowance equal to the difference between the salaries applicable to the educator's salary position and the next salary position, is payable to an educator at post level 1 who holds the post of principal.

2.2 Allowance to educators who perform supervisory duties at hostels

- (1) The level of supervisory duties at hostels

There are, at most, three levels of work, but it is not essential that all three levels have to be utilised everywhere. The levels and the functions attached to them are as follows:

(a) LEVEL 1

Normally the head of the educational institution (e.g. principal of the school) is classified under level 1 and he/she is in overall control of all the hostels.

(i) General

- (aa) Responsible for every aspect of the hostel's activities in accordance with the relevant department's policy.
- (bb) Determines policy in respect of the educational, economic and administrative matters within the framework as prescribed by the department concerned.
- (cc) Exercises the necessary control to ensure that the policy is implemented.

(ii) Educational

Exercises overall control in respect of the discipline and spirit in the hostel, including the welfare, study and recreation of boarders.

(iii) Economic

Controls the economic function in accordance with the policy of the department and bears the final responsibility. Responsibility is thus accepted for the compilation of the budget, the obtaining of certain tenders and the control and management of all supplies to ensure the most efficient and economic utilisation thereof.

(iv) Administrative

Responsible for all administrative duties that are necessary for the efficient running of a hostel. This includes, inter alia, and where applicable, the following:

- (aa) Recommendations in respect of the appointment of staff.
- (bb) Periodic reports and recommendations in respect of buildings, equipment, etc.
- (cc) General management of staff.
- (dd) Handling of applications for admission of boarders.
- (ee) Collection of boarding fees.
- (ff) Compilation of duty sheets for staff.

(b) LEVEL II

Normally every hostel has a supervisor on level II.

(i) General

Practically implements the educational, economic and administrative policy as laid down.

(ii) Educational

Responsible for the spirit and discipline in the hostel in respect of the welfare, study and recreation of boarders.

(iii) Economic

Responsible for the controlling of supplies, accounts, bookkeeping, registers, the obtaining of tenders and all other duties connected with the post.

(iv) Administrative

Responsible for all administrative duties necessary for the efficient running of a hostel. This includes inter alia, the following:

- (aa) Recommendations in respect of the appointment of staff.
- (bb) Periodic reports and recommendations in respect of buildings, equipment, grounds, etc.
- (cc) Management of staff.
- (dd) Handling of applications for admission of boarders.
- (ee) Collection of boarding fees.

(c) LEVEL III

The number of persons that are utilised at this level is directly related to the number of hostel enrolments. Those persons concerned perform educational and other duties such as:

- (i) Carrying out the educational programme.
- (ii) Maintenance of general discipline in the hostel, neatness of boarders, their rooms, the buildings and grounds.

(2) Grading scales

- (a) Hostels are distinguished according to the following numbers of hostel enrolments:

0 - 60
61 - 120
121 - 300
301 and more.

- (b) Where, in terms of approved educational policy in respect of post-provision scales, weighting on the actual pupil numbers occurs at specific institutions in order to determine the number of posts, a corresponding weighting of the actual hostel enrolment is made with a view to determining the number of hostel enrolments for the purposes of item (a).

(3) Basis for remuneration

- (a) Payment is in the form of a non-pensionable allowance based on a specific percentage of the basic payment (salary position plus any

pensionable allowance) of the educator concerned. The percentage paid is as follows:

<u>Level</u>	<u>Hostel enrolments</u>			
	<u>0-60</u>	<u>61-120</u>	<u>121-300</u>	<u>301 and more</u>
I	12,5%	13,5%	14,5%	15,5%
II	12,5%	13,5%	14,5%	15,5%
III	12,5%	12,5%	12,5%	12,5%

- (b) The basic remuneration in respect of levels I and II must be reduced by the following percentages in those cases where not all the functions mentioned in sub-paragraph (1) above are performed:

<u>Function</u>	<u>Percentage reduction</u>
Educational	50%
Administrative	25%
Economic	25%

- (4) Rounding off of non-pensionable allowances

The amount determined in terms of item 3 must be rounded off to the nearest higher five cents per month.

- (5) An educator who performs supervisory duties at a hostel may be remunerated for duties performed at only one of the abovementioned three levels of work.

3 MEASURES IN CONNECTION WITH EDUCATORS WHO ARE PAID ON A PER-HOUR BASIS FOR TUITION, FULL-TIME EDUCATORS WHO PERFORM PAID OVERTIME DUTIES OR EDUCATORS WHO ARE APPOINTED ON A PROPORTIONAL BASIS

(1) Per-hour tariffs

The following tariffs are applicable in respect of formal tuition contact hours:

- (a) Tuition in an educational context up to and including Grade 12 (excluding in respect of self-financing courses):

- (i) Qualifications of REQV 13 and higher

Formula: First salary position of range 8

900

rounded off to the nearest five cents

(ii) Qualifications lower than REQV 13

Formula: The maximum salary position of the salary band connected with the applicable REQV at post level 1

900

rounded off to the nearest five cents.

Note: In the case of educators on a personal salary position: The last salary position of the prior salary range is applicable.

(b) Tuition in an educational context beyond Grade 12 (excluding in respect of self-financing courses):

Formula: Second salary position of range 9

900

rounded off to the nearest five cents.

Note: In the case of educators on a personal salary position - The last salary position of the prior salary range is applicable.

(2) **Measures in respect of Educators who are paid on a per hour basis or full-time Educators who perform overtime duties**

- (a) In principle the existing practices whereby full-time educators receive additional remuneration on a per-hour basis or overtime remuneration, must be phased out as soon as possible.
- (b) Overtime remuneration/remuneration on a per-hour basis to full-time educators for tuition over and above the normal timetable load can be made only if -
 - (i) the required authorisation has been specifically given; and
 - (ii) such tuition does not prejudice any obligations, including the normal timetable load, that is expected from the educator; or
 - (iii) such an educator must conduct tuition during his vacation leave on a part time basis because a substitute is not available and after the head of the Department has satisfied himself/herself that no other arrangement is possible.
- (c) Existing authorisations remain in force for the time being but under no circumstances may the measure contained in item (1) above be interpreted as being an extension of the existing authorisation for overtime remuneration or additional per-hour payment. Attention is again directed to the fact that

additional payment, in whatever form, has to be discontinued as soon as possible.

(3) Educators who are appointed on a proportional basis

(a) Pro-rata remuneration basis

The following formula applies:

$$\frac{\text{Number of hours per week for which appointed}}{25} \times \text{Salary position as determined for full-time educators}$$

Provided that the pro-rata earning so determined does not exceed the salary which would have been received if a full-time educator had been appointed in a temporary capacity.

(b) Recognition of experience

Experience gained during periods of pro-rata appointments is converted to full-time experience as follows:

$$\frac{\text{Number of hours per week for which appointed}}{1\ 300} \times 365 = \text{equivalent number of days full-time tuition per week}$$

(c) Other aspects

In the case of part-time appointments, not only basic remuneration must be calculated on a pro-rata basis, but also all other remunerative payments.

CHAPTER E**DUTIES PERFORMED IN RESPECT OF PUBLIC EXAMINATIONS**

- (1). A person who has been appointed to perform duties in respect of a public examination shall be remunerated for actual work done in respect of a specific category of examination-related work. This remuneration, as well as compensation for travel and subsistence expenses, are expressed in terms of a standard tariff which, in certain cases, relates to the level at which the work is done and which is defined as follows:

- (a) Level I: Examination-related work in respect of instructional offerings at a level lower than that mentioned in paragraph (b).

Standard tariff = 0,10% of the first salary position of range 7 rounded off to the nearest five cents.

- (b) Level II: Examination-related work in respect of instructional offerings for Grade 12, N3 and N4.

Standard tariff = 0,13% of the first salary position of range 7 rounded off to the nearest five cents.

- (c) Level III: Examination-related work in respect of instructional offerings at a level higher than that mentioned in paragraph (b).

Standard tariff = 0,15% of the first salary position of range 7, rounded off to the nearest five cents.

REMUNERATION FOR THE PERFORMANCE OF EXAMINATION-RELATED DUTIES

- (2) In order to calculate a person's remuneration for examination related work, the tariff, as it applied on the day that the work should have been completed, must be used.

- (3) For each of the following categories of examination-related work the corresponding remuneration tariff, expressed in terms of the applicable standard tariff, shall apply:

- (a) Setting of question paper and accompanying memorandum

$8 \times (\text{standard tariff}) \times (\text{duration of question paper in hours})$

Provided that where use is made of more than one examiner for a question paper, at most the equivalent of two examiners may be compensated.

- (b) Moderating of question paper and accompanying memorandum

$1,8 \times (\text{standard tariff}) \times (\text{duration of question paper in hours})$

- (c) Translation of question paper and accompanying memorandum

$1,0 \times (\text{standard tariff}) \times (\text{duration of question paper in hours})$

(d) Marking and control marking of examination scripts

The following hourly rates apply in respect of marking and control marking of examination scripts, provided that in the opinion of the head of the education department, a satisfactory pace of marking and control marking is maintained:

Duties performed as a:

<u>Marker:</u>	0,6 x (standard tariff)
<u>Senior Marker:</u>	0,65 x (standard tariff)
<u>Deputy Chief Marker:</u>	0,7 x (standard tariff)
<u>Chief Marker:</u>	0,75 x (standard tariff)

(e) Duties performed as Internal Moderator:

0.75 x (standard tariff) per hour

(f) Remarking of examination scripts on appeal

0,1 x (standard tariff) x (duration of question paper in hours) x (number of scripts remarked for the question paper).

(g) Practical and oral examinations

0,6 x (standard tariff) x (number of hours spent on examining) with a minimum remuneration per day based on 3 hours' examining.

(h) Invigilation work

Note: No remuneration will apply to persons conducting invigilation at their own institutions or in situations that are regarded as being part of their official duties.

0,9 x (standard tariff for level 1) for the invigilator per examination session irrespective of the duration,

and

0,6 x (standard tariff for level 1) for the assistant invigilator per examination session irrespective of the duration.

(i) Duties performed as:

Marking centre manager:

0,75 x (standard tariff for level ii) per hour. A maximum of twelve hours per day may be claimed for each day during which the marking is in process at the marking centre.

Deputy marking centre manager:

0,5 x (standard tariff for level ii) per hour. A maximum of twelve hours per day may be claimed for each day during which the marking is in process at the marking centre.

In respect of National Examinations for technical college subjects, it may be difficult to apply the proposed hourly norm for the remuneration of marking centre managers, especially in respect of small marking centres where the marking is normally not performed during a fixed continuous period. An alternative norm may therefore be applied in respect of centres where technical college examination scripts are marked, based on the number of scripts marked at such a centre, as follows:

0,005 x (standard tariff for level ii) per script.

- (j) Duties performed as an Examination assistant:

0,2 x (standard tariff for level ii) per hour.

COMPENSATION FOR TRAVEL AND SUBSISTENCE EXPENSES

4. The following measures regarding the compensation for travel and subsistence expenses apply in respect of duties performed at a marking centre:

- (a) Travel allowance

A travel allowance is payable to all applicable persons who either make use of their private vehicles or of public transport and is calculated in terms of the actual number of kilometres travelled between their homes and the marking centre. The maximum distance for which a person may claim who travels daily between his/her home and the marking centre, is 75 km per trip (150 km per return journey). Where accommodation is provided at the marking centre, a person may only claim for one return trip between his/her home and the marking centre unless otherwise approved by the employer. Persons who make use of public transport may claim their actual expenses (subject to the approval of the relevant department) and may be required to provide proof of such expenses. Persons who make use of their private vehicles may be compensated at the following rate, irrespective of the engine capacity of such vehicle. Such persons may not claim for passengers.

Travel allowance: 0,01 x (standard tariff for level ii), rounded to the nearest 1 cent per kilometre.

- (b) Subsistence allowance

- (i) If accommodation and meals are provided at no cost to the employee

No allowance.

- (ii) If only accommodation is provided by the department at no cost to the employee

Meal allowance: 0,5 x (standard tariff for level ii) per day of at least 5 hours work.

(iii) If no accommodation is provided by the department

The following accommodation allowance may be paid to a person who, with the approval of the department, makes use of private accommodation near the marking centre:

0,8 x (standard tariff for level ii) per night stayed at such private accommodation. A meal allowance as in paragraph (ii) may also be applicable.

Persons who travel daily between their homes and the marking centre

(i) If at least lunch is provided

No meal allowance.

(ii) If no meals are provided

Meal allowance: 0,3 x (standard tariff for level ii) per day of at least 5 hours work.

CRITERIA FOR THE APPOINTMENT OF EDUCATORS FOR EXAMINATION-RELATED WORK

5. In selecting and appointing persons to the various examination-related positions, cognisance must be taken of the general need to build capacity among serving educators in order to attain equity in respect of race and gender, also taking into account the special needs of educators in rural areas. This should be pursued by reserving a certain minimum number of appointments for this purpose. The number of appointments that needs to be reserved for this purpose should correspond with the department's identified needs in this regard.

6. In addition to the general criterion referred to in paragraph 5, the following criteria shall apply with regard to the selection and appointment of examiners (for the setting and moderation of question papers and accompanying memoranda) and internal moderators:

- (a) Advertisements should be included in a departmental circular or provincial gazette as well as in the national and/or local press.
- (b) A selection panel shall be appointed by the education department. Teacher unions that are members of the Education Labour Relations Council shall be allowed observer status on such a panel.
- (c) The following criteria will apply in respect of the selection and appointment of candidates:

The appointee must

- * Have at least a recognised three year post matric qualification which must include the subject concerned at second or third year level.

- * have extensive experience as an educator in the particular subject or a related area and at least two years teaching experience within the last 5 years at the appropriate level.
- * have experience as a marker..

(d) In addition to the above criteria, preference should be given to serving school and college-based educators.

In respect of an examination paper where no suitable candidate can be recruited with the set minimum qualifications or experience, the head of the education department concerned may approve the appointment of a suitable candidate with other appropriate post school qualifications or with less than the required experience after consultation in this regard with the relevant teacher unions. The final decision with regard to the appointment of examiners and internal moderators rests with the Head of Department.

7. The criteria to qualify for appointment as markers (including senior markers, deputy chief markers and chief markers) should, in addition to those referred to in paragraph 5, include the following:

- (a) A recognised three year post school qualification which must include the subject concerned at second or third year level or other appropriate post matric qualifications.
- (b) Appropriate teaching experience, including teaching experience at the appropriate level, in the subject concerned
- (c) Language competency
- (d) In addition to the above criteria, preference should be given to serving educators who are presently teaching the subject concerned.

The provision in paragraph 6 for the relaxation of requirements in respect of qualifications and experience, also applies in respect of these appointments

8. The selection of markers for a specific examination paper should be carried out by a panel comprising of

- * Chief examiner
- * Relevant departmental officials
- * Teacher unions (As observers)

CHAPTER F

SERVICE BENEFIT AWARDS

1. DEPARTMENT-SPECIFIC AWARDS

Note: The State has a discretion whether or not funds are made available for the payments of these awards. It appears as if financial constraints have effectively put an end to the payment of these department specific awards.

(1) Purpose

To provide for the granting of non-pensionable awards for achievement to CS educators other than by means of the normal performance and merit systems and to supplement remuneration on a non-pensionable basis in cases where specific difficulties are experienced, which awards and supplements will be restricted to the particular financial year within which they are made. The purpose thereof is therefore to address short-term needs/problems that cannot be met by means of general staff systems and measures.

(2) Scope of application

All CS educators on post levels 1 to 6 are eligible for a department-specific award. The award to CS educators on post level 6 must however be granted with prudence, since a Director in the Public Service does not qualify therefor.

(3) Powers

(a) The head of education or his/her delegate may, on the advice of a committee, grant a department-specific award to a CS educator.

(b) The advisory committee is designated by the head of education or by his/her delegate and must include at least two members of the management corps.

(4) Conditions

(i) The expenditure relating to the awards is restricted to the financial year concerned and the awards cannot therefore place a financial obligation on the following financial year.

(ii) The total amount expended by an education department on department-specific awards may not exceed 0,537% of the total salary account of the education department concerned as at 1 April of the relevant financial year. This percentage may be zero, in which case no awards have been made.

(iii) The size of the award must relate to the need identified.

(iv) The award or awards made to a CS educator may not, in total, exceed 25% of the pensionable salary notch of the CS educator concerned on 1 April of the relevant financial year.

- (v) The award must, in the opinion of the head of education or his delegate, be in the interest of the particular education department or the State.
- (vi) In the case of a function shift suitable arrangements must be made between the education departments concerned for the purpose of transferring a portion of the amount mentioned in subparagraph (b) together with the function.

(5) Monitor

With a view to monitoring the success of the awards, provincial education departments may be requested to furnish the Department of Education with particulars regarding the utilisation of these awards.

2. RETIREMENT PACKAGE

The following retirement benefits will apply to a CS educator who, because of rationalisation, has been retrenched by the department in which he/she is appointed, before reaching retirement age:

- (a) Payment of pension benefits in terms of the regulations of the pension fund of which the CS educator is a member.
- (b) Payment of the leave credit due to the CS educator, calculated on the basis applicable to retirement on reaching the prescribed age.
- (c) Payment of a service bonus on a pro rata basis.
- (d) Continued payment of the monthly house owners allowance for a maximum period of six months after termination of service. Those CS educators who received this benefit and who are re-employed by any government department within the six months period, will not qualify for a house owner allowance for the remaining period of the six months.
- (e) Continued occupation of official quarters, where possible, for a period of three months after termination of service.
- (f) Payment to the CS educator who will not have medical aid cover after termination of service, an amount equal to the rand value of government's contribution to the applicable medical aid scheme if the person had remained a member of the scheme, for a period not exceeding six months.
- (g) The cancellation of any service commitments that the CS educator may have on termination of service.
- (h) In cases where the CS educator enjoys the benefit of a motor vehicle scheme, the rules of the scheme must be applied.
- (i) Application of the rules in respect of resettlement costs.

CHAPTER G

TIME OFF AND SECONDMENT

1. INTRODUCTION

The measures contained in this chapter are based on the following principles:

- (1) The acknowledgement of labour rights entrenched in the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993), the Education Labour Relations Act, 1993 (Act No 146 of 1993) (ELRA) and the Constitution of the Education Labour Relations Council (ELRC) which seeks to promote labour peace.
- (2) That an educator's role in the education process is dynamic and developmental, and therefore requires the active participation of educators at school, provincial and national level.
- (3) That the amount of time off and the frequency thereof should at all times be reasonable and fair.
- (4) That arrangements for time off should consider:
 - (a) the need for the process of teaching and learning to be uninterrupted;
 - (b) the importance of high productivity levels;
 - (c) efficiency and effectiveness in services rendered to the general public;
 - (d) the need for order in the education system; and
 - (e) the constitutional rights of the child.

2. GENERAL

2.1 When requiring time off:

- (a) a reasonable period of notice must be given to the responsible person designated by the employer for time off to attend meetings, training courses, and other agreed to activities;
- (b) in respect of urgent meetings arising from the collective bargaining process, the employee organisation should advise the responsible person designated by the employer timeously of such urgent meetings;
- (c) when requesting time off for workplace and other such like meetings, every effort should be made to hold them before or after official school hours, or during lunch breaks;
- (d) an efficient record system must be kept in respect of time off allowed for all entitled educators; and

(e) management must be informed timeously of any resignation of members/representatives.

(2) Applications for time off must be considered on its merits and the principle of reasonableness and fairness must apply.

(3) It is the responsibility of managers identified by the provincial education departments to keep separate registers of employee members and representatives in good standing, as well as details of time off allowed with full pay and without pay, and to forward such records annually, but before 31 December, to both the employee organisations concerned and the responsible personnel offices.

3. TIME OFF

A. TIME OFF FOR COLLECTIVE BARGAINING PURPOSES

(1) Entitlement

Duly elected, identified employee organisation representatives are allowed time off, including during school hours, to attend meetings at national and provincial levels for collective bargaining purposes. Furthermore, such employee organisation representatives are entitled to take reasonable time off for preparatory meetings during the collective bargaining process.

(2) Provisions

(a) Identified representatives must give their supervisors reasonable notice of meetings to be attended and proof that they have been nominated to attend such meetings.

(b) Confirmation of meetings must be submitted by the representative to his or her supervisor for record and auditing purposes.

(c) Subsequent to representatives attending meetings, confirmation must be given by the employee organisation to the representative's supervisor that he/she had attended such meetings.

(d) In addition, representatives are allowed a maximum of 1 additional school day per event, which should be regarded as special leave with full pay, for preparatory meetings during the collective bargaining process; provided that the employee organisation confirms that such preparation is essential to the collective bargaining process and that the duration of such preparation necessitates the maximum or a lesser amount of hours required.

(3) Payment for time off

In terms of this entitlement, the duly elected, identified employee representative is allowed time off with full pay.

B. TIME OFF FOR EMPLOYER ORGANISATION DUTIES**(1) Entitlement**

Duly elected, identified representatives of an employee organisation may take reasonable time off, including during school hours, to carry out employee organisation duties which have been agreed to between the parties of the ELRC.

(2) Provisions

(a) The following employee organisation duties are provided for:

(i) representing members in good standing during-

- disciplinary hearings
- grievance and dispute procedures
- retrenchment/redundancy procedures
- dismissals;

(ii) attending labour relations training; and

(iii) attending, participating in and organising workplace forums.

(b) The amount of time off to be allowed must not exceed a maximum of 3 school days at a time and the entitlement is limited to a maximum of 12 school days per annum. Should additional time off be essential and in the interest of labour peace, the employer may, with due regard to the principles of reasonableness and fairness, consider a motivated request for additional time off.

(3) Payment for time off

In terms of this entitlement, and subject to the limitations of the entitlement, representatives are allowed time off with full pay.

B. TIME OFF FOR EMPLOYEE ORGANISATION ACTIVITIES**(1) Entitlement**

Subject to the academic programme not being interrupted, an employee who is a registered member, in good standing with an employee organisation, may take reasonable time off during working hours to participate in agreed to employee organisation activities.

(2) Provisions

The following employee organisation activities are provided for:

(a) Attending pre-arranged workplace meetings, other than those arising out of industrial action, which have been agreed to between the

employee organisation affected and the employer, and which cannot be held outside working hours.

- (b) Meeting full-time officials, by arrangement and agreement between the employee organisation and employer, to discuss bona fide employee organisation matters.
- (c) Voting during employee organisation elections where voting cannot take place outside working hours.
- (d) Voting in respect of procedural/lawful strike actions.

(3) Payment for time off

Employee organisation members, in good standing, are allowed a maximum of 8 school hours per annum, calculated from 1 January to 31 December of each year, with full pay to engage in the activities indicated above.

- D. Where there is a dispute relating to time off, the provisions of the Constitution of the ELRC will apply. Time off with full pay is permitted for employee organisation members/representatives to engage in this process.

4. SECONDMENT

4.1 Entitlement

The employer recognise the need for employee organisations to utilize the skills and expertise of their members to manage the affairs of the organisation. Employee organisations are therefore entitled to have educators seconded to organisations registered with the ELRC, to occupy full time positions to which they have been duly elected.

This entitlement applies only to employee organisations in good standing, and who comply with the provisions of the ELRA and the Constitution of the ELRC.

4.2 Basis upon which the number of employee organisation members, in good standing, will be allowed to be seconded for a contracted period of one year

- (a) Consideration must be given to the teaching and learning program. It is important that the entitlement does not disrupt the school program or the management of education.
- (b) For this purpose this entitlement is structured in such a manner that it applies to a calendar year, that is, from 1 January to 31 December of each year.
- (c) Employee organisations will have to elect or appoint their officials on the basis of a calendar year.
- (d) The following formula will apply in respect of the secondment of employee members, in good standing, to full-time positions in an employee organisation for a period of 1 year:

NUMBER OF AUDITED EMPLOYEE ORGANISATION MEMBERS (i.r.o. a federation, membership can only be counted once)	NUMBER OF MEMBERS TO BE ALLOWED TO BE SECONDED TO FULL-TIME POSITIONS IN AN EMPLOYEE ORGANISATION
0 - 3000	0
3001 - 5000	1
5001 - 8000	2
8001 - 12000	3
12001 - 17000	4
17001 upwards	AN ADDITIONAL 1 MEMBER FOR EVERY 6000 ABOVE 17000 TO A MAXIMUM OF 7 ADDITIONAL MEMBERS

4.3 Payment in respect of seconded educators

- (a) Members of employee organisations, in good standing, who have been seconded to employee organisations in accordance with this entitlement, will retain all their benefits.
- (b) Employee organisations must be responsible for refunding the full package payable to members seconded in terms of this entitlement. The full amount owing to the relevant employer will be disbursed monthly from the amount accrued to employee organisations from the levies raised.
- (c) The Secretary of the ELRC must keep separate and accurate records of payments made in terms of this entitlement.

4.4 Entitlement in respect of national negotiators

- (a) This entitlement shall apply only to national negotiators of employee organisations in the Bargaining Committee of the Council, who are educators at schools or colleges and who are representatives of the Council in terms of the provisions of clause 7(1)(b) of the constitution of the Council;
- (b) In addition to the entitlement provided for in paragraphs 4.2 and 4.3 above, employee organisations are entitled to have such national negotiators seconded;
- (c) Such secondment shall be for a maximum period of one (1) year at a time, renewable for such longer period as may be agreed to between the employer and relevant employee organisation;
- (d) The Secretary of the Council shall from time to time, furnish provincial heads of departments with the names and particulars of national negotiators;
- (e) An employee returning to duty, upon completion of the period of secondment, shall be assigned:

- in the case of a period of secondment of up to two (2) years, to the position/post that he/she would have held if the secondment had not been taken, or at his/her request, to another post/position agreeable to the employer, and
- in the case of a period of secondment of more than two (2) years, to an equivalent position/post to that held prior to the secondment, which is acceptable to the employee, and which shall be reasonable and fair;

- (f) The employer shall remain responsible for the seconded employee's full remuneration package which is not subject to the provisions of paragraph 4(3)(b) above, while the relevant employee organisation shall be responsible for 50% of the full remuneration package of the temporary substitute; and
- (g) The provisions relating to the retention of benefits and method of payment, as provided for in paragraph 4.3 above apply mutatis mutandis.

CHAPTER H

GRIEVANCE PROCEDURE

OBJECTIVE

- (1) The objective of this grievance procedure is to seek to resolve a complaint at the personal level as quickly and as close to the source of the complaint as possible. It is aimed at avoiding a grievance becoming a dispute. In the case where a grievance cannot be resolved through this process and is consequently registered as a dispute in terms of the provisions of the constitution of the Education Labour Relations Council, such registered dispute shall be dealt with in terms of the dispute resolution procedure as set out in the said constitution.

DEFINITION

- (2) A grievance is a complaint by an employee or employees affecting the employment relationship of the person or persons concerned, or where there is an alleged misinterpretation, or violation of his or her, or their rights.

- (3) Grievances shall be dealt with in the following manner.

- (a) Oral interview

- (i) A sincere attempt should be made to resolve any grievance by oral interview between a grievant or grievants and the head of a school or college (herein after referred to as "the head"), and in the case of an educational institution outside a school or college or the head of a school or college, the supervisor (hereinafter referred to as "the supervisor"), before differences become formalised grievances.

- (ii) During this process no records will be kept of proceedings which will be without prejudice to either of the parties.

- (b) Formal written grievance : Institutional level, (school/college) and departmental level

- (i) A grievant or grievants may lodge a grievance or grievances with the head or the supervisor in writing within a reasonable period of time, but in any event not later than 90 calendar days following on the time and date on which the alleged grievance or grievances occurred. Full details of the nature of the grievance or grievances must be relayed to the head or the supervisor, as the case may be. The grievance or grievances must bear the signature or signatures of the grievant or the grievants and a copy thereof shall be filed with the relevant office of the provincial department of education by the head or supervisor, as the case may be, which office shall be identified by the relevant head of a provincial department in each province.

- (ii) the head or the supervisor, as the case may be, shall confer with the grievant or grievants, and others involved, within 3 working days of receipt of the formal written grievance in order to resolve the grievance.

At this meeting the facts shall be presented and considered and an effort shall be made to resolve the matter to the satisfaction of all parties.

- (iii) The head or the supervisor, as the case may be, shall communicate the outcome to the relevant office of the provincial department of education within 5 working days of the resolution or non resolution of a grievance.
 - (iv) If an action or lack of an action, or a decision or lack of a decision, concerns the head or the supervisor, the grievant or grievants may refer the matter directly to the regional/district level in respect of a school/college and departmental level in respect of an institution outside a school/college, provided that a sincere attempt has been made to resolve the grievance or grievances in terms of the provisions of paragraph 3 (a) above.
- (c) Regional/district level in respect of a school/college and departmental level in respect of an institution outside a school/college
- (i) If the grievant or grievants is/are not satisfied with the outcome referred to in sub-clause (b) above, the grievant or grievants may refer the matter in writing, by hand or registered mail, together with the decision of the head or the supervisor, as the case may be, to the regional/district head of education in the case of an educator at a school/college and in the case of an educator outside a school/college to the office referred to in sub-clause (b)(i), within 5 working days of the parties failing to resolve the grievance or grievances. A copy of the referral must be presented to the head or supervisor, as the case may be, and where applicable, to the grievant or grievants' *trade union*.
 - (ii) The head or the supervisor shall forward his or her comments together with all relevant information on the grievance or grievances to the regional/district head or the office referred to in sub-clause (b) (i), as the case may be, within 5 working days after receiving the referral mentioned in sub-clause (c) (i) above.
 - (iii) The head of the region/district or the head of the relevant provincial education department, or his or her delegate in respect of an educator outside an educational institution, shall within 5 working days from the date of receipt of all the parties' referrals, attempt to resolve the grievance or grievances and communicate his or her decision in writing to all parties.
 - (iv) Should the grievant or grievants not be satisfied with the outcome, he or she may register a formal dispute with the Executive Officer of the Education Labour Relations Council (hereinafter referred to as the "Council") in terms of the provisions of the Council's constitution.
- (4) A trade union registered with the Council may register a grievance with the head or supervisor or the head of a relevant department of education, as the case may be, on

behalf of its members individually or collectively and represent such member or members during any stage of this grievance procedure. A non-member or non-members may be represented by another employee.

- (5) The parties to a grievance or grievances may by agreement extend the periods referred to in sub-clauses (b)(ii) and (c)(ii) and (iii) above.

If an action or lack of an action, or a decision or lack of a decision, concerns the head or the supervisor, the grievant or grievants may refer the matter directly to the regional/district level in respect of a school/college and departmental level in respect of an institution outside a school/college, provided that a sincere attempt has been made to resolve the grievance or grievances in terms of the provisions of paragraph 3 (a) above.

(c) Regional/district level in respect of a school/college and departmental level in respect of an institution outside a school/college

(i) If the grievant or grievants are not satisfied with the outcome referred to in sub-clause (b) above, the grievant or grievants may refer the matter in writing, by hand or registered mail, together with the decision of the head or the supervisor, as the case may be, to the regional/district head or education in the case of an educator at a school/college and in the case of an educator outside a school/college to the office referred to in sub-clause (b)(i), within 5 working days of the parties failing to resolve the grievance or grievances. A copy of the referral must be presented to the head or supervisor, as the case may be, and where applicable to the grievant or grievants' trade union.

(ii) The head or the supervisor shall forward his or her comments together with all relevant information on the grievance or grievances to the regional/district head or the office referred to in sub-clause (b) (i), as the case may be, within 5 working days after receiving the referral mentioned in sub-clause (c) (i) above.

(iii) The head of the regional/district or the head of the relevant provincial education department, or his or her delegate in respect of an educator outside an educational institution, shall, within 5 working days from the date of receipt of all the parties' referrals, attempt to resolve the grievance or grievances and communicate his or her decision in writing to all parties.

(iv) Should the grievant or grievants not be satisfied with the outcome, he or she may register a formal dispute with the Executive Officer of the Education Labour Relations Council (hereinafter referred to as the "Council") in terms of the provisions of the Council's constitution.

(4) A trade union registered with the Council may register a grievance with the head or supervisor or the head of a relevant department of education, as the case may be, on

CHAPTER I**MEASURES PRESCRIBED BY LEGISLATION NOT ADMINISTERED BY THE MINISTER OF EDUCATION AND OTHER MEASURES WHICH APPLY TO ALL EMPLOYEES OF THE STATE**

1. The measures in respect of the following matters apply to educators, mutatis mutandis, as they apply to other employees of the State:
 - (a) Application of the Workmen's Compensation Act, 1941 (Act No 30 of 1941);
 - (b) Application of the Unemployment Insurance Act, 1966 (Act No 30 of 1966);
 - (c) Subsistence, Camp and special allowances;
 - (d) Official travelling and transport;
 - (e) The Government's housing loan guarantee scheme;
 - (f) The motor financing scheme for senior personnel;
 - (g) Medical assistance to educators at retirement or termination of service as well as all amounts applicable to medical assistance;
 - (h) The maximum rent in respect of standard married housing as well as the measures applicable should an educator be obliged to remove his or her personal possessions from the relevant housing;
 - (i) The basis, conditions and limitations of the allowance payable under the house owners allowance scheme; and
 - (j) Compensation in respect of educators doing parliamentary duty.

ANNEXURES**AGREEMENT: SPECIAL LEAVE FOR STUDY PURPOSES**

- 1 I, _____ (full name)
hereby undertake towards the head of the education
department of the _____,

(name of education department)
immediately after expiry of the period of special leave for study purposes granted to me in
terms of general education policy for the period
_____ to _____,
to serve in an education department (hereinafter referred to as my service obligation) for a
continuous period of _____ days.
2. I hereby further undertake, during this leave, periodically and as determined by the head of my
education department to obtain progress reports in respect of my study courses from the
institution at which I am studying and to submit such reports to the head of my education
department, and I understand that he retains the right on the basis of such progress reports to
instruct me to resume service immediately and to renounce the privileges of this leave granted
to me and to convert such leave into vacation leave or special leave in extraordinary
circumstances and in the latter case to recover any excess payment from me which might
have occurred as a result thereof, and to transfer such payment to the education department
with which this contract has been concluded.
3. I hereby declare that I understand that authorised leave with full or partial pay normally counts
as service towards the fulfilment of my service obligation and that, if leave without pay is
granted to me before my service obligation is fulfilled, my service obligation will be extended by
the number of days equal to the periods for which leave without pay was granted to me.
4. I hereby further undertake, if in any manner whatsoever, except in the event of my death, or as
a result of my permanent disability not caused by me, fail to fulfil this agreement fully,
irrespective of whether such failure is the result of discharge owing to misconduct, to
immediately repay on written request the service bonus and salary which I received during the
abovementioned period of special leave for study purposes on a pro rata basis together with
the interest thereon at the interest rate as prescribed in the Financial Hand Book of the
Department of Finance, calculated from the date of breach of contract, to the education
department with which this contract has been concluded.

Signed at _____ this _____ day of _____ 19 _____

WITNESSES:

1. _____

2. _____
Signature of Educator

AGREEMENT: SPECIAL LEAVE FOR MILITARY TRAINING

1. I, _____ (full name),
hereby undertake towards the head of the education
department of the _____,
_____ (name of the education department)
immediately after expiry of the period of leave for my initial continuous compulsory national
service/home guard training granted to me in terms of general education policy for the period
_____ to _____,
to serve in an education department (hereinafter referred to as my service obligation) for a
continuous period of _____ days.
2. I hereby declare that I understand that authorised leave with full or partial pay normally
counts as service towards the fulfilment of my service obligation and that, if leave without pay
is granted to me before my service obligation is fulfilled, my service obligation will be
extended by the number of days equal to the periods for which leave without pay was granted
to me.
3. I hereby further undertake, if in any manner whatsoever, except in the event of my death, or
as a result of my permanent disability not caused by me, I fail to fulfil this agreement fully,
irrespective of whether such failure is the result of discharge owing to misconduct, to
immediately repay on written request the service bonus and salary which I received during
the above-mentioned period of special leave for military training on a pro rata basis together
with the interest thereon at the interest rate as prescribed in the Financial Hand Book of the
Department of Finance, calculated from the date of breach of contract, to the education
department with which this contract has been concluded.

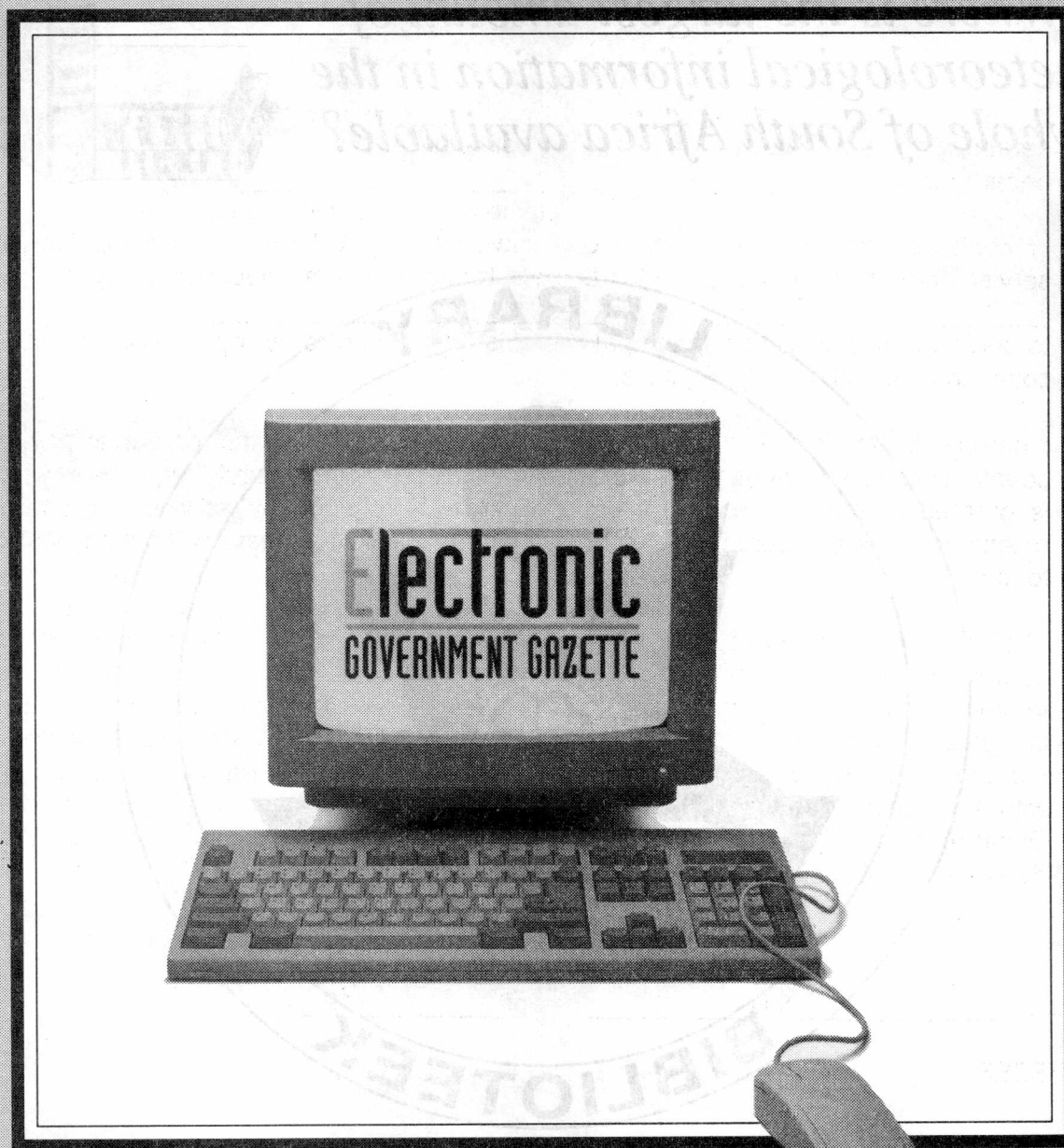
Signed at _____ this _____ day of _____ 19____

WITNESSES:

1. _____

2. _____

Signature of Educator



LET YOUR MOUSE DO THE WALKING

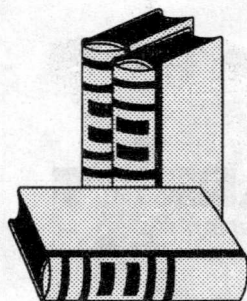
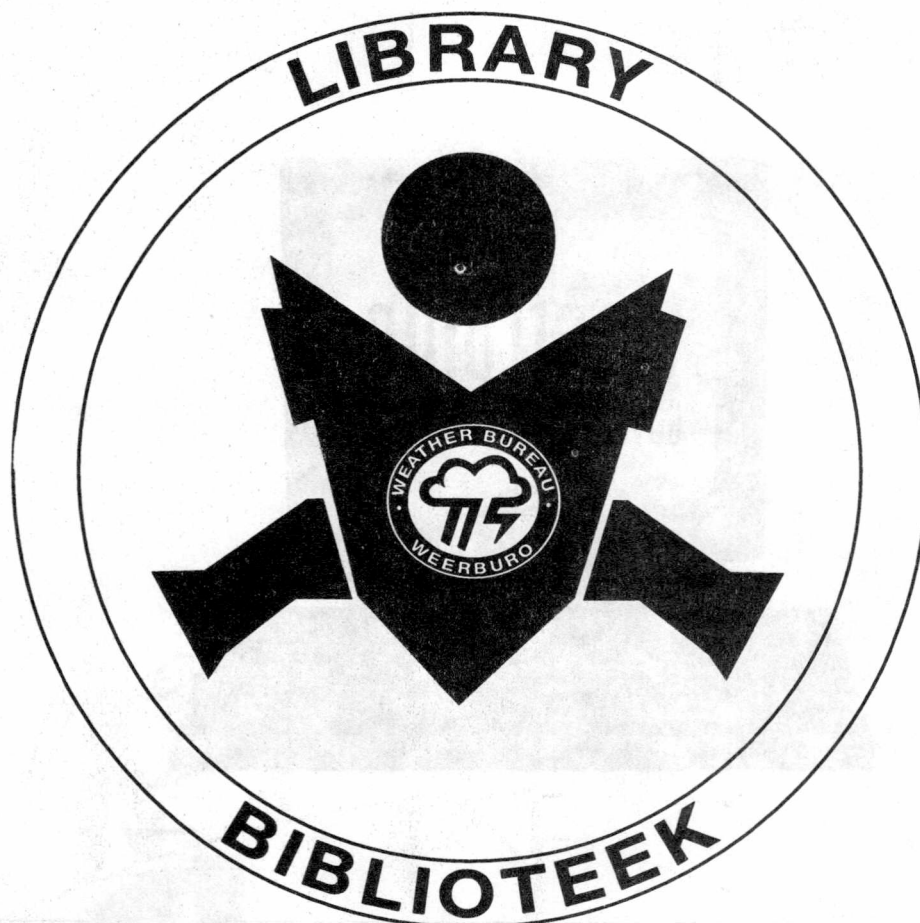
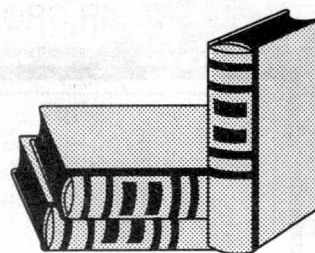
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THE WEATHER BUREAU: DEPARTMENT OF ENVIRONMENTAL AFFAIRS & TOURISM
DIE WEERBURO: DEPARTEMENT VAN OMGEWINGSAKE EN TOERISME

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