

Province of the
EASTERN CAPE
EDUCATION

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18 February 2016

TO :

- ALL DEPUTY DIRECTORS GENERAL**
- CHIEF FINANCIAL OFFICER**
- CHIEF DIRECTORS**
- DISTRICT DIRECTORS**
- EDO / CIRCUIT MANAGERS**
- SCHOOL PRINCIPALS**
- TEACHER ORGANISATIONS**

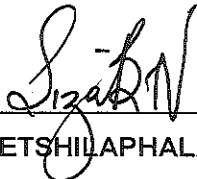
**HUMAN RESOURCE MANAGEMENT INSTRUCTION NO.1 OF 2016: APPOINTMENT OF
SUBSTITUTE EDUCATORS**

1. It has been brought to my notice that schools have not been provided with substitute educators owing to the exhaustion of the allocated budget for this purpose in the last quarter of the current financial year ending on 31 March 2016. This left a number of schools without teachers for a considerable period which is not in the interest of education.

2. The failure to avail substitute educators is not in line with the Personnel Administration Measures that oblige the department to appoint a substitute educator for a fixed contract period for a permanently appointed educator who is temporarily not able to perform his/her duties due to reasons that include prolonged sick leave, incapacity leave or maternity leave. To qualify for the appointment of a substitute post the incumbent educator must be booked off by a registered medical practitioner for a period of 30 calendar days and more. Applications in this regard must be accompanied by a duly completed sick note and a PERSAL print-out reflecting the period of absence of the incumbent educator.



3. The cause for the depletion of allocated financial resource before the end of the financial year may be attributed to the notable high rate of incapacity leave being taken by Educators as provided for in the Policy on Incapacity Leave and Ill-health Retirement (PILIR)...
4. It is required of District Directors to monitor the availability of the allocated budget for the appointment of substitute educators. In the event that indications are that the allocated budget will be exhausted, it is incumbent upon the relevant district office to timeously request the Chief Financial Officer for additional funding to cater for such need.
5. In the current financial year ending 31 March 2016 all districts are hereby authorised to arrange for the appointment of substitute educators subject to compliance with all other policy directives and processing requirements. District Directors must immediately submit their additional funding requirements for this line item to the Chief Financial Officer to arrange for the requisite virement of funds.
6. The Human Resource Administration sections in each district are required to ensure that leave of absence from duty has been captured on PERSAL and proof is attached to document packs submitted for processing by the Central Procession Centre. District Directors must also ensure that duly completed appointment documents are submitted within 7 working days after assumption of duty to the CPC. This is necessary to ensure that there is compliance with the service standard for human resource components whereby all appointment processes (inclusive of Treasury authorisations) must be completed so as that the remuneration of a newly appointed employee is effected within 30 days of assumption of duty.



NS NETSHILAPHALA
ACTING HEAD OF DEPARTMENT