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| **COMPENSATION OF EMPLOYEES** | | | | | | |
|  | **Responsible Managers are Public servants from Level 8 upwards till Head of Department**  Management decide **What** should be done 🡺Planning  Management decide **How** should be done 🡺Organising  Management say **When it**  should be done 🡺Leading  Management ascertain **Whether**  the task have been carried out 🡺Control |  | |  | |  |
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| 1 | **NMIR COMPLIANCE :** |  | |  | |  |
| 1.1 | Line managers must submit complete appointment document to make sure HRM officials to ensure compliance to Circular 4 of 2001 and HRA circular reference 8/2 dated 22.5.2007 |  | |  | |  |
| 2 | **PFMA REQUIRMENTS** |  | |  | |  |
| 2.1 | It is PFMA requirement that employees must be paid their salaries within 30 days of assumption of duties |  | |  | |  |
| 3 | **LINE MANAGERS AND PRINCIPALS RESPONSIBILITY** |  | |  | |  |
| 3.1.1 | Line managers /Principals must ensure compliance by submission of all the NMIR required documents as prescribed in the school manuals |  | |  | |  |
| 3.1.2 | Line mangers /School Principals must submit the documents prescribed in the School manual for appointment of educators to ensure the PFMA requirement of 30 day payment is met for   * Permanent appointment * Temporary educators * Substitute educators |  | |  | |  |
| 3.1.3 | Line managers must ensure compliance and submit following to HRA  Assumption of duty letter  Z83 Application form  Copy of advert  Z56 Bank particular form ( thumb print )  ID documents  HRA to issue Appointment letter |  | |  | |  |
| 3.2 | **HRM RESPONSIBILITY** |  | |  | |  |
| 3.21 | HRM officials must ensure that upon receipt of all the NMIR prescribed documents appointment is processed timeously to ensure compliance within the 30 day payment period |  | |  | |  |
| 3.2.2 | HRA officials must ensure all documents reach salaries at least three (3) days before the salary run |  | |  | |  |
| 3.2.3 | HRA officials must check the suspense file monthly and ensure all HRA transactions awaiting approval is approved before the salary run |  | |  | |  |
| 3.3 | **FINANCE RESPONSIBILITY** |  | |  | |  |
| 3.3. | Finance must ensure authorisation before the salary run , if all the documents are valid , accurate and complete |  | |  | |  |
| 3.3.2. | Finance must on a monthly basis check the suspense file and get the Salary file and investigate and authorise all transactions waiting authorisation before the salary run , or disapprove if documents are incomplete . |  | |  | |  |
| 4 | **SERVICE BENEFITS** |  | |  | |  |
| 4.1 | **37% ALLOWANCE** |  | |  | |  |
| 4.1.1 | Employees must use the new amended choice form with effect 1 June 2015 |  | |  | |  |
| 4.2 | **HOUSING ALLOWANCE** |  | |  | |  |
| 4.2.1 | Employees must use From 1st July 2015 the new DPSA housing allowance application form |  | |  | |  |
| 4.2.2 | Employees must submit following for Housing allowances.   * Valid rental agreement and if the contract have end date same applies to housing allowance * Title deed * Affidavit * Permission to occupy certificate * Authority letter |  | |  | |  |
| 4.2.3 | Employees must submit a new declaration if an employee moves from one dwelling to another whether in the same municipality or not must be completed by all officials receiving housing allowance. |  | |  | |  |
| 4.2.4 | Allowance will be paid from the date of application not retrospectively |  | |  | |  |
| 4.3 | **HOUSING ALLOWANCE GUARANTEES** |  | |  | |  |
| 4.3.1 | Employee must once a year on a until bond is paid up submit to HRA guarantee confirmations they receive from the banks |  | |  | |  |
| 4.4 | **RURAL INCENTIVE** |  | |  | |  |
| 4.4.1 | Employees who receive rural allowance must sign the incentive contract and all qualifying employees must complete and sign the incentive contract to ensure the incentive is limited to fully qualified (RVQ13 and higher ) and schools who are the ELRC list of remote schools and other schools |  | |  | |  |
| 4.5 | **OVERTIME** |  | |  | |  |
| 4.5.1 | Finance must pay overtime only for 3 hours in one normal week day and 10 hours in one week and the head of department must approve deviation |  | |  | |  |
| 4.5.2 | Line managers must ensure that all submissions for Overtime have the Start and End date and correct Notches for the period worked and if Line managers want to deviate from the 30% threshold must be included in the submission |  | |  | |  |
| 4.5.3 | Employees must not perform overtime unless approved by Head of department |  | |  | |  |
| 4.5.4 | Finance to check 30% threshold |  | |  | |  |
| 4.6 | **FUEL ALLOWANCE** |  | |  | |  |
| 4.6.1 | All Official trips from 1 July 2015 must not exceed the approved official kilometres issued |  | |  | |  |
| 4.6.2 | Employee who drive with his/her own vehicle and have passengers only the driver of the owner of the vehicle can make a claim for reimbursement of fuel claims |  | |  | |  |
| 4.6.3 | The passengers cannot make a claims for re-imbursement of fuel claims because they did not travel with their own cars but were just passengers |  | |  | |  |
| 4.6.4 | Official whose workstation is a point B but live in point A but attend a meeting in point A cannot make a claim for re-imbursement of fuel claims because he/she is travelling point A is also his/her point of residence |  | |  | |  |
| 4.6.5 | Employees must only claim for the vehicle they used and not for another vehicle with higher engine capacity which they did not use for the trip |  | |  | |  |
| 4.6.6 | Responsible managers and employees must report fraudulent claims first internally to ICU, Risk management, HOD and Provincial fraud hotline who must investigate ( TR18.2 and 8.3) |  | |  | |  |
| 4.6.7 | An official submitting a fuel claim must sign a declaration that he/she was not on Leave during the period |  | |  | |  |
| 4.7 | **FREE AND CHEAP HOUSING** |  | |  | |  |
| 4.7.1 | Employees who rent government dwellings according to SARS must pay tax on the fringe benefit |  | |  | |  |
| 4.8 | **ACTING ALLOWANCE** |  | |  | |  |
| 4.8.1 | An appointment letter motivating acting role/capacity is approved by the CFO as per HR delegation |  | |  | |  |
| 4.8.2 | The period of allowance agrees to appointment letter (not more than six months) |  | |  | |  |
| 4.8.3 | Acting allowance will only be paid to an acting employee who acted in a vacant post for a period more than 30 days |  | |  | |  |
| 4.8.4 | Employees who act must be paid on the next higher level ( i.e. level 7 acting on level 9 must only be paid on level 8) |  | |  | |  |
| 4.8.5 | If an individual acts in a post for more than 6 months confirm with a a NEW appointment letter motivating reasons for such. |  | |  | |  |
| 4.9 | **DIFFERENTIATED ALLOWANCE (0174)** |  | |  | |  |
| 4.9.1 | Line managers must inform HRA of cases for allowances to be terminated upon transfer of educator |  | |  | |  |
| 4..10 | **CHANGE OF BANK DETAILS** |  | |  | |  |
| 4.10.1 | Z56 Bank particular form ( thumb print ) |  | |  | |  |
| 4.11 | **FREEZE OF SALARIES** |  | |  | |  |
| 4.11.1 | Line managers must inform HRA and Labour Relations unit to freeze the payment for salary of educators (list of abscondments from Labour Relations) of educators who were on unauthorised leave exceeding the period is 14 consecutive days , they are deemed to have dismissed themselves |  | |  | |  |
| 4.11.2 | Line managers must inform HRA and Labour Relations unit to freeze the payment for salary of Public servant who abscond period is 30 consecutive days , they are deemed to have dismissed themselves |  | |  | |  |
| 4.12. | **SALARY ADJUSTMENTS** |  | |  | |  |
| 4.12.1 | Employee must receive formal letter informing of new salary notches |  | |  | |  |
| 4.13 | **SUBSISTENCE AND TRAVELLING EXPENDITURE** |  | |  | |  |
| 4.13.1 | All claimants in respect of private transport submit required declaration form (effective 1 September 2015) |  | |  | |  |
| 4.13.2 | Line managers must ensure adequate budget by using the zero based budget method |  | |  | |  |
| 4.13.3 | Line managers must report on a quarterly basis to accounting services all accruals (claims relating previous quarters not yet finalised) |  | |  | |  |
| 4.13.4 | Trips must be approved in writing prior to departure. |  | |  | |  |
| 4.13.5 | All claims must be submitted for approval within seven (7) days after month end. |  | |  | |  |
| 4.13.6 | All claims must be captured within three (3) days upon receipt thereof. |  | |  | |  |
| 4.13.7 | All claims must be approved on the delegated level. |  | |  | |  |
| 4.13.8 | Original source documents must be available for audit purposes. |  | |  | |  |
| 4.13.9 | Claim forms and supporting documents must be properly completed. |  | |  | |  |
| 4.13.10 | HRA will ensure all claims submitted correspond with the Claim Register. |  | |  | |  |
| 4.13.11 | Amounts due to officials in terms of the claim must be calculated correctly. |  | |  | |  |
| 4.13.12 | Responsible managers and employees must report fraudulent claims first internally to ICU, Risk management, HOD and Provincial fraud hotline who must investigate ( TR18.2 and 8.3) |  | |  | |  |
| **5.1** | **ABET COORDIANTORS** |  | |  | |  |
| 5.1.1 | Abet Co coordinators is responsible on a yearly basis to issue a list of all educators , their RVQ and date of assumption of duty to HRM and Salaries and ICU |  | |  | |  |
| 5.1.2 | Abet coordinators must on a quarterly basis submit a certificate stating to Salaries and ICU that all payrolls are certified and payrolls not certified what appropriate action was ensure 100% certified payrolls returns |  | |  | |  |
| 5.1.3 | Abet coordinators must ensure the Abet Centres Head submit the form ECDE/HRA/10 from to HRA & P in cases of service termination on a monthly basis as prescribed in the school manuals |  | |  | |  |
| 5.1.4 | Abet coordinators must on a monthly basis ensure the Abet Centres Head submit the form Z1 for leave as prescribed in the leave procedures |  | |  | |  |
| 5.2 | **ECD COORDIANTORS** |  | |  | |  |
| 5.2.1 | ECD Co coordinators is responsible on a yearly basis to issue a list of all educators , their RVQ and date of assumption of duty to HRM and Salaries and ICU |  | |  | |  |
| 5.2.2 | ECD coordinators must on a quarterly basis submit a certificate to Salaries and ICU stating that all payrolls are certified and payrolls not certified what appropriate action was ensure 100% certified payrolls returns |  | |  | |  |
| 5.2.3 | ECD coordinators must ensure the ECD Centres Head submit the form ECDE/HRA/10 from to HRA & P in cases of service termination on a monthly basis as prescribed in the school manuals |  | |  | |  |
| 5.2.4 | ECD coordinators must on a monthly basis ensure the ECD Centres Head submit the form Z1 for leave as prescribed in the leave procedures |  | |  | |  |
| 5.3 | **EDO** |  | |  | |  |
| 5.3.1 | EDO must on a quarterly basis submit a certificate stating to Salaries and ICU that all payrolls are certified and payrolls not certified what appropriate action was ensure 100% certified payrolls returns |  | |  | |  |
| 6. | **TERMINATION OF SERVICE** |  | |  | |  |
| 6.1 | **PRINCIPALS /LINE MANAGERS RESPONSIBILITY** |  | |  | |  |
| 61.1 | The principal and other responsibility managers submit the Termination of service :ECDE/HRA/10 to HRA & P  In cases of death before end of final month in which the deceased was employed |  | |  | |  |
| 6.1.2 | The principal and other line managers submit the Termination of service :ECDE/HRA/10 to HRA & P  In cases of teachers Absconded for period of 14 consecutive days, the following day because they are deemed to have dismissed themselves |  | |  | |  |
| 6.1.3 | Responsibility managers submit the Termination of service :ECDE/HRA/10 to HRA & P  In cases of Public Servants (Non-educators) who abscond for 30 consecutive days the following day because they are deemed to have automatically dismissed and be submitted the following day . |  | |  | |  |
| 6.2 | **HRM RESPONSIBILITY** |  | |  | |  |
| 6.2.1 | HRA & P capture and approve Service termination within 2 working days and submit to Finance the following day before 10H00 |  | |  | |  |
| 6.3 | **FINANCE RESPONSIBILITY** |  | |  | |  |
| 6.3.2 | Authorise service termination on same day |  | |  | |  |
| 6.3.3 | Recall the salary from Bank |  | |  | |  |
| 6.3.4 | Reverse Partial and normal salary on the system before next salary run |  | |  | |  |
| 6.4 | **LEAVE GRATUITY PAYMENTS**  Public Finance Management Act ,Section 45 (a) (b) (c) (d) and (e) and emphasize the responsibilities of an official in a department to take effective and appropriate steps to recover the state monies |  | |  | |  |
| 6.4.1 | SCM and Finance and IT and HRM must use the new amended debt route effective 1 June 2015 to ensure uniformly |  | |  | |  |
| 6..4.2 | The Debt route form must include all departmental debt for HRA |  | |  | |  |
| 6..4.3 | The Debt route form must include all departmental debt for Finance including suspense accounts Salary reversal control account and Salary: Disallowance Account and Salary: Tax Debt |  | |  | |  |
| 6..4.4 | The Debt route form must include all departmental debt and assets for SCM |  | |  | |  |
| 6..4.5 | The Debt route form must include all departmental debt and Assets for IT directorate |  | |  | |  |
| 6..4.6 | If Finance don’t request a tax directive from SARS than Persal System treat as bonus and only when Department do reconciliation 31 May each year  Employee collect Tax certificate June and  Employee submit to SARS to claim tax |  | |  | |  |
| 6.4.7 | If Finance do request a tax directive online and SARS issue within 2 days than tax will be correctly deducted |  | |  | |  |
|  | **LEAVE LIABILITY AND PAYROLL MANAGEMENT SYSTEM** |  | |  | |  |
| 7 | **PAYROLL MANAGEMENT SYSTEM** |  | |  | |  |
| 7.1 | ICU to draw list all new employees every month work with Finance and do employee verification being done to check Ghost appointments every month |  | |  | |  |
| 7.2 | Circular 8 of 2008 and Provincial Treasury circular 31 of 2000 and PSR ,2001 Part VC3(a) |  | |  | |  |
| 7.3 | SITA to print and prepare payroll and payslips in accordance with National Treasury schedules |  | |  | |  |
| 7.4 | Head office Rebates section to ensure payslips and payrolls are ready at least three (3) days before payday |  | |  | |  |
| 7.5 | Finance District officials to collect payrolls and payslips at least two days (2) days before payday |  | |  | |  |
| 7.6 | Pay point managers (Schools principals and other responsibility managers ) collect the payrolls at the district office |  | |  | |  |
| 7.7 | Employees must sign on payroll for receipt of salary /cheque |  | |  | |  |
| 7.8 | Pay point managers (Schools principals and other responsibility managers ) must certify both copies SR 0008(01) and SR 0008(05) and collect the payrolls at the Schools principals |  | |  | |  |
| 7.9 | Pay point managers (Schools principals and other responsibility managers ) must note all discrepancies (transfers , resignations , Abscondments , death , retirements , LWP ) on all three copies SR 0008(01) and SR 0008(05) |  | |  | |  |
| 7.10 | Pay point managers (Schools principals and other responsibility managers ) must file one copy of SR 0008(01) and SR 0008(05) |  | |  | |  |
| 7.11 | Pay point managers (Schools principals and other responsibility managers ) must return the certified payrolls SR 0008(01) and SR 0008(05) to District office Finance within 5 days of receipt |  | |  | |  |
| 7.12 | Finance must change mode of payment to cheque of all discrepancies ( Resignation , Abscondment, Retirements) to ensure whilst HRA process of service termination no salary overpayments occur |  | |  | |  |
| 7.13 | HRM and Labour Relations must ensure compliance In cases of teachers Absconded for period of 14 consecutive days, they are deemed to have dismissed themselves |  | |  | |  |
| 7.14 | HRM and Labour Relations must ensure compliance in that Public Servants (Non-educators) who abscond for 30 consecutive days are automatically dismissed. |  | |  | |  |
| 7.15 | Head office Rebates section must on a monthly basis check unknown components /pay points and change the mode of payment to cheque |  | |  | |  |
| 7.16 | ICU and EDO will twice a year do employee verification on a sample basis the schools who have not returned certified payrolls |  | |  | |  |
| 7.17 | ICU and CES ECD will twice a year do employee verification on a sample basis the ECD centres who have not returned certified payrolls |  | |  | |  |
|  | ICU and Abet Co coordinator will twice a year do employee verification on a sample basis the ECD centres who have not returned certified payrolls |  | |  | |  |
| 7.18 | Head office and Districts Finance will Compare actuals employees costs (Certified payrolls)against Budget on monthly basis and produce exception reports to Budget office |  | |  | |  |
| 7.19 | Budget office will report on the exception reports at the Departmental Fincom |  | |  | |  |
| 8 | **LEAVE MANAGEMENT SYSTEM** |  | |  | |  |
| 8.1.1 | **Attach circular to Register** |  | |  | |  |
| 8.1.1 | Communiqué reference 8/1/2/2 dated 2.12.2010 must be stapled on the inside of attendance register |  | |  | |  |
|  | **Appoint leave official and attach appointment to Leave register** |  | |  | |  |
| 8.1.2 | At head office and District office an employee to the level of Assistant director must be appointed in writing to responsible to ensure compliance to Communiqué reference 8/1/2/2 dated 2.12.2010 and the appointment letter must be stapled into the attendance register |  | |  | |  |
| 8.1.3 | The Assistant Director will be responsible to ensure the all public servants and the SMS member complete the leave form |  | |  | |  |
| 8.1.4 | The Assistant Director will be responsible to take the leave forms to HRA in district or Head office who must sign receipt of the leave forms |  | |  | |  |
| 8.1.5 | At schools it will be the school clerk who will be appointed to be responsible for the leave register |  | |  | |  |
| 8.1.6 | The school clerk will be responsible to ensure the educator complete the leave form |  | |  | |  |
| 8.1.7 | The school clerk will be responsible to take the leave forms to the Districts office in a Register and HRA in district must sign receipt of the leave forms |  | |  | |  |
| 8.1.8 | When an employee have not reported for duty at 10H00 on a normal working day whether prior approval or not with the delegated authority a leave form must be completed and submitted within 5 working days |  | |  | |  |
| 8.1.9 | Chief directors and upwards due to nature of their work is mostly attending meetings and the Assistant Director for leave must just write every day ‘**’on duty** ‘” or in the SMS member is on leave ‘’**on** **leave** ‘” and when the SMS member return ensure the leave form is submitted |  | |  | |  |
| 8.2 | **Attendance Register Z168** |  | |  | |  |
|  | All officials must sign daily attendance register and for SMS members the leave officials (Assistant Director )will record all days of absence |  | |  | |  |
| 8.2.1 | The employee /supervisor responsible for the leave book must have a KPA in their PMDS Performance agreement. |  | |  | |  |
| 8.2.2 | Roll-call of officials must take place every morning at 8h15 and a red line must be drawn with a red pen. |  | |  | |  |
| 8.2.3 | If the employee is on leave a line must be drawn with a black pen and period of leave recorded. |  | |  | |  |
| 8.3.4 | The supervisor must remove the register at 8h30 and put it back at 16h20. |  | |  | |  |
| 8.3 | **Completion of attendance Register** |  | |  | |  |
| 8.3.1 | The Z168 Duty Register must be completed in numerical or alphabetical order in post level sequence. |  | |  | |  |
| 8.4 | **Completion and Approval of Z1 Leave Forms** |  | |  | |  |
| 8.4.1 | The recommendation part on the Z1 (a) forms must be signed by the Supervisor before approval of leave by the delegated official.In emergency cases in-principle approvals should be noted on the leave form. |  | |  | |  |
| 8.4.2 | The approval part on the Z1 (a) forms must be signed by the delegated official before vacation leave commences. |  | |  | |  |
| 8.4.3 | Completed Z1 (a) leave forms must be filed on the officials’ leave (SV) files. |  | |  | |  |
| 8.4.4 | Applications for sick leave must be submitted within 5 days of the first day of absence failing which the supervisor must issue a reminder to an employee to submit a leave form within 2 days |  | |  | |  |
| 8.4.5 | Should an employee fail to comply the Department will decide how the absence will be recorded without further notice |  | |  | |  |
| 8.4.6 | Should an employee not in a position to submit the leave form as required, a family member must submit on his/her behalf |  | |  | |  |
| 8.5 | **Recording and Capturing of Leave** |  | |  | |  |
| 8.5.1 | Completed Z1 (a) leave forms must be captured on Persal within 15 days after submission. |  | |  | |  |
| 8.5.2 | The period on the Z1 (a) leave forms must correspond with the Z168 Duty Register and Persal. |  | |  | |  |
| 8.5.3 | The parts “Captured by” and “Checked by” on the Z1 (a) leave forms must be completed and signed by the responsible officials. |  | |  | |  |
| 8.5.4 | Leave credits must be indicated on Z1 (a) leave forms or attached to Z1 (a) leave forms. |  | |  | |  |
| 8.6 | **Annual Leave** |  | |  | |  |
| 8.6.1 | At least ten (10) consecutive vacation leave days must be taken before 31 December. |  | |  | |  |
| 8.7 | **Sick Leave** |  | |  | |  |
| 8.7.1 | A medical certificate must be submitted in all cases where officials are ill for three (3) or more days. |  | |  | |  |
| 8.7.2 | The period on the Z1 (a) leave forms, Z168 Duty Register and Duty List must be covered by a medical certificate. (3 days or more) |  | |  | |  |
| 8.7.3 | An official in his/her 36 days normal sick leave cycle, who has been absent from work on more than two occasions within an eight-week period must submit a medical certificate. |  | |  | |  |
| 8.8 | **Maternity Leave** |  | |  | |  |
| 8.8.1 | Female officials are entitled to four consecutive calendar months’ maternity leave. |  | |  | |  |
| 8.9 | **Special Leave** |  | |  | |  |
| 8.9.1 | Special leave with full pay, to a maximum of ten (10) working days per annum, can be granted to an official who is selected, by an acknowledged sports association, as a competitor, official, judge, coach, manager or referee, military, resettlement due to a transfer. |  | |  | |  |
| 8.9.2 | In order to validate study leave the examination time table must be attached to the Z1 (a) leave forms. |  | |  | |  |
| 8.9.3 | Examination results must be submitted within three (3) months after completion of examinations. (Compare with control register and Persal Report at function 4.8.9) |  | |  | |  |
| 8.10 | **Leave for Union Office Bearers** |  | |  | |  |
| 8.10.1 | Proof that a union office bearer is going to attend union related activities must be attached to the Z1 (a) leave form. |  | |  | |  |
| 8.10.2 | Only a maximum of ten (10) days per annum may be granted. |  | |  | |  |
| 8.11 | **Family Responsibility Leave** |  | |  | |  |
| 8.11.1 | Applications for family responsibility leave must be accompanied by death or medical certificates. Copies of church leaflets (funeral program) cannot be accepted. |  | |  | |  |
| 8.11.2 | Family responsibility leave taken by officials is limited to a maximum of:-  Five (5) days working days per annual leave cycle for utilisation if the employee’s spouse or life partner gives birth to a child; or the employee’s child, spouse or life partner is sick; and  File (5) days working days per annual leave cycle for utilisation if the employee’s child, spouse or life partner dies; or an employee’s immediate family member dies. |  | |  | |  |
| 8.12 | **Recording of time off** |  | |  | |  |
|  | Where an employee needs time off for part of the day, a leave form must be completed for a period of time taken off and an external record thereof must be kept. Once 8 hours has been reached a leave form must be completed and submitted which indicate the date of leave as the date on which the 8 hours has been reached |  | |  | |  |
| 8.13 | **Leave Without Salary** |  | |  | |  |
| 8.13.1 | A Z1(a) leave form for leave without salary must be completed and captured on Persal within seven (7) days if an official was absent without authorisation. |  | |  | |  |
| 8.13.2 | Z1 (a) leave forms for “leave without salary” must be captured on Persal with a salary implication of “YES”. |  | |  | |  |
| 8.13.3 | Where leave without salary is granted to an official and he/she has already received his/her annual bonus, a Z238 payment advice must be completed and captured on Persal to recover Service Bonus over paid from him/her. |  | |  | |  |
| 8.14 | **Leave Credits** |  | |  | |  |
| 8.14.1 | All officials’ vacation and sick leave credits must be calculated and recorded on annually, on 1st of January. |  | |  | |  |
| 8.14.2 | Leave credits on Persal must correspond with that in the Z102 Service Records. |  | |  | |  |
| 8.15 | **Incapacity Leave** |  | |  | |  |
| 8.15.1 | An official must submit an application form for Incapacity Leave within 5 working days from the first day of absence.  (Annexure A for periods not longer than 29 working days)  (Annexure B for periods of 30 working days and longer) |  | |  | |  |
| 8.15.2 | Within 5 working days from receipt of an application for temporary incapacity leave, a maximum of 30 consecutive working days with full pay must be granted conditionally subject to the outcome of his/her investigation into the nature and extent of the employee’s illness/injury. |  | |  | |  |
| 8.15.3 | Within 30 days after receipt of both the application and medical certificate the conditionally granted temporary incapacity leave must be approved or refused. |  | |  | |  |
| 8.15.4 | Application forms for Incapacity Leave must be accompanied by a medical certificate. |  | |  | |  |
| 8.15.5 | Applicants must complete Part B of the application form, that medical information may be disclosed to the employer and Health Risk Manager. |  | |  | |  |
| 8.15.6 | Applications must be entered in an Incapacity Leave Register with an indication of date of receipt. |  | |  | |  |
| 8.15.7 | If the Temporary Incapacity Leave is refused the period of absence must be converted to vacation leave or if not available leave without pay. |  | |  | |  |
| 8.15.8 | Officials responsible for the handling of applications for Incapacity Leave must complete the Pledge of Confidentiality. |  | |  | |  |
| 8.16 | **Capped Leave :Payment of annual leave accrued before 1 July 2000** |  | |  | |  |
| 8.16.1 | Where there are no records and should there be no period which is not audited and a period which is audited ,than the leave pay-out will be on basis of 6 days completed of service up to 100 days for unaudited leave Resolution 7 of 2000 |  | |  | |  |
| 8.16.2 | The audit and capping of leave form must be completed by Quality Controller :Deputy Director HRA |  | |  | |  |
| **8.17** | **Negative capped leave** |  | |  | |  |
| 8.17.1 | HRA must verify negative capped leave as reflected on the leave liability report by way of recalculation using the template for audit and capping of leave |  | |  | |  |
| 18.17.2 | HRA must determine the rand value of negative capped leave and inform the employee in writing |  | |  | |  |
| 18.17.3 | HRA must instruct with a pro-forma letter to salaries to liaise with the debtor regarding the recovery of the rand value of negative capped leave and to report back to HRA once the recovery process has commenced |  | |  | |  |
| 18.17.4 | HRA must update Persal with a **nul** capped leave balance once deductions in respect of the debt have commenced |  | |  | |  |
| 8.18 | **Checking and Control** |  | |  | |  |
| 8.18.1 | The Z168 Duty Register must be completed in ink daily. |  | |  | |  |
| 8.18.2 | The Z168 Duty Register must be checked daily. |  | |  | |  |
| 8.18.3 | The Z168 Duty Register must be controlled weekly. |  | |  | |  |
| 8.18.4 | Control measures (for example a register) must be instituted in which Director or delegated official will weekly check the attendance register and ZI leave book to ensure all leave are submitted to HRA |  | |  | |  |
| 8.18.5 | A report must be requested quarterly from Persal to check leave credits. |  | |  | |  |
| 8.18.6 | A report must be requested annually from Persal in respect of special leave (study leave) to ascertain that examination results were handed in. |  | |  | |  |
| 8.18.7 | On the last day of school of the school admin staff must submit to District offices their attendance registers and Z1 forms for all leave form outstanding |  | |  | |  |
| 8.19 | **SALARIES** |  | |  | |  |
| 8.19.1 | Discretionary deductions from officials’ basic salaries must not exceed 40%. |  | |  | |  |
|  | **LABOUR RELATIONS MATTERS** |  | |  | |  |
| 9 | **SUSPENSIONS** |  | |  | |  |
| 9.1.1 | Remote allowance must not be paid to officials during suspension. |  | |  | |  |
| 9.1.2 | Documentation regarding disciplinary proceedings must be filed on Disciplinary File. |  | |  | |  |
| 9.1.3 | Suspensions must be reviewed on a weekly basis. |  | |  | |  |
| 9.1.4 | All suspensions must be recorded in a Suspension Register. |  | |  | |  |
| 9.1.5 | Acting allowance must not be paid out to officials who qualify for such an allowance during suspension. |  | |  | |  |
| 9.1.6 | LR officials must submit a monthly return to Director LR containing particulars of suspended employees. |  | |  | |  |
| 9.1.7 | In cases of officials suspended for longer than 30 days a statement of reasons must be submitted to the Director LR |  | |  | |  |
| 9.1.8 | Consolidated disciplinary statistics per District submitted to Director Labour Relations before the 8th of each month. |  | |  | |  |
| 9.2 | **DISPLACED EMPLOYEES** |  | |  | |  |
| 9.2.1 | Obtain list from Labour Relations every quarter |  | |  | |  |
| 9.2.2 | Request LR to inform employee that ICU want to do employee verification |  | |  | |  |
| 9.2.3 | If employee don’t appear for employee verification inform LR in writing that ICU will now request that Finance Change to mode of payment to cheque for the displaced employees |  | |  | |  |
| 9.2.4 | The pay point manager must confirm assumption of duty and then employee can be changed back to electronic |  | |  | |  |
| 9.3 | **PMDS PAYPROGRESSION AND PERFORMANCE BONUSES** |  | |  | |  |
| 9.3.1 | HRD must ensure all PMDS payments are filed on the employees development file |  | |  | |  |
| 9.3.2 | HRD must capture the quarterly scores and yearly scores on Persal |  | |  | |  |
| 9.3.3 | Performance bonuses and pay progression must be paid out within the allocated budget. |  | |  | |  |
| 9.3.4 | Performance bonuses must be calculated according to the correct salary notch. |  | |  | |  |
| 9.3.4 | Performance Bonus must be paid according to the service Standard and Port Folio of evidence of the work you done  Finance  SCM  HRM |  | |  | |  |
| 9.3.5 | HRA must check # 6.9.10 to ensure only employees with score of 115 and more receive performance bonus. |  | |  | |  |
| 9.3.6 | Documentation to substantiate the awarding of performance bonuses must be available and be on development file. |  | |  | |  |
| 9.3.7 | Reconciliation regarding the payment of performance bonuses must be done between approved list of candidates and Persal |  | |  | |  |
| 9.4 | **IQMS POST EVALUATION** |  | |  | |  |
| 9.4.1 | HRD must ensure all IQMS payments are filed on the employees development file |  | |  | |  |
| 9.4.2 | In January every year the IQMS for educators (Reporting to IDS&G) must be captured and completed by end of February 2015 |  | |  | |  |
| 9.4.3 | HRA & P in districts must assist IQMS who don’t have access to Persal |  | |  | |  |
| 9.4.4 | The standard is that 100 IQMS must be captured per day to ensure educators receive IQMS in February each year |  | |  | |  |
| 9.4.5 | HRD is responsible to ensure that SCC is registered with Provincial Treasury to ensure all educators receive IQMS in February of each year |  | |  | |  |
| 9.4.6 | IQMS must be paid out within the allocated budget. |  | |  | |  |
| 9.5 | **PMDS FOR ALL OFFICIALS** |  | |  | |  |
| 9.5.1 | All Employees officials must sign performance agreements by 1 April of each year. |  | |  | |  |
| 9.5.2. | All newly appointed employee must sign performance agreements within three (3) months after appointment. |  | |  | |  |
| 9.5.3 | All SMS officials must submit a declaration of interest to Head Office not later than 30 April of each year. |  | |  | |  |
| 9.6 | **LOSS CONTROL REGISTER** |  | |  | |  |
|  | Losses is defined as follows  Losses during stocktaking of assets **and** inventory  Fail to recover departmental debt from suppliers within three (3) years from date of origination allowing debt to become prescriptive  Debt overpaid salaries , government guarantees , bursary debt which was not recovered from officials at termination of services  Failure to recover departmental debt from employees from Leave gratuity  Damages to official quarters /rented accommodation  Shortage of state monies and revenue and petty cash  Loss of state property laptops , keys etc  Intentionally exceed his or her powers  Did not act in the course or scope of his or her employment  Without prior consultation with State attorney , made and admission that was detrimental to the state  Failed to comply with or ignored standing instructions , of which he or she was aware of or could reasonably have been aware of ,which led to the loss  Damage or claim arising from use of state vehicle  Used vehicle without authorisation  Did not possesses a valid driver’s licence  Allowed unauthorised persons to handle the vehicle  Deviated materially from the official journey or route without prior authorisation |  | |  | |  |
| 9.6.1 | The Loss Control Register must be maintained and updated. |  | |  | |  |
| 9.6.2 | The Loss Control Register must be checked monthly by the Loss Control Officer. |  | |  | |  |
| 9.6.3 | A file with supporting documentation must be opened for each loss. |  | |  | |  |
| 9.6.4 | The Loss Control Register must correspond with Report on Loss |  | |  | |  |
| 9.6.5 | The Loss Control Officer must be appointed in writing. |  | |  | |  |
| 9.6.6 | Losses must be investigated within 30 days after they have been reported and the process must be completed within 90 days. |  | |  | |  |
| 9.6.7 | Losses must be reported to the Director ICU and Director Assets within 24 hours, in writing. |  | |  | |  |
| **ETHICS** | | | | | | |
| 8 | **MINIMUM INFORMATION ON SP FILE** |  |  | |  | |
| 8.1 | Ethics compliance signed by employee on SP file |  |  | |  | |
| 8.2 | The Personnel Administration Office and relevant supervisors must ensure that upon assumption of duties relevant officials (SCM, HRM and Finance and ICU and PA in all SMS members’ office) sign a declaration of secrecy. |  |  | |  | |
| 8.3 | Line managers must ensure all personnel who handle classified documentation or have access to such documentation must be cleared to the appropriate security level. (Confidential, Secret and Top Secret as the case may be) |  |  | |  | |
| 8.4 | Line managers must ensure all officials appointed in positions handling “Secret” and “Top Secret” documents must be vetted to the appropriate level before commencing duties in such posts. |  |  | |  | |
| 8.5 | Line managers must ensure Classified documentation must be locked away when not used as follows: |  |  | |  | |
| 8.6 | **RESTRICTED** Normal filing cabinet |  |  | |  | |
| 8.7 | **CONFIDENTIAL** Reinforced filing cabinet |  |  | |  | |
| 8.8 | **SECRET** Strong room or Reinforced filing cabinet |  |  | |  | |
| 8.9 | **TOP SECRET**  Strong room, safe or walk-in safe |  |  | |  | |
| 8.10 | Receipt and dispatching of classified documents must be recorded in the appropriate register for classified documentation. |  |  | |  | |
| 9.1 | **STRATEGIC AND OPERATIONAL PLANS** |  |  | |  | |
| 9.1 | Line managers must ensure statistics reported in respect of strategic and operational objectives to be achieved must correspond the information on the source documents. |  |  | |  | |