



**OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION**

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<b>TO</b>	DDGS CHIEF DIRECTORS CLUSTER CHIEF DIRECTORS DISTRICT DIRECTORS DEPUTY DIRECTORS: HRA AND SALARIES CIRCUIT MANAGEMENT CENTRE HEADS CIRCUIT MANAGERS SCHOOL PRINCIPALS ALL EMPLOYEES OF THE DEPARTMENT
<b>FROM</b>	ACTING DIRECTOR: HUMAN RESOURCE ADMINISTRATION
<b>SUBJECT</b>	MANAGEMENT OF TERMINATION OF EMPLOYMENT IN THE DEPARTMENT OF EDUCATION
<b>DATE</b>	25 OCTOBER 2022

- The Department has been experiencing late termination of services which have occurred through various reasons, such as deaths, resignations, abscondements, dismissal through misconduct, ill health retirement and expiry of employment contract. Late termination of service results to salary over payments that may not be recovered, in some cases this leads to negative audit findings.
- The Department was qualified on late termination of services and non-recovery of departmental debts.
- **NB:** The Department has taken a decision to take termination authorisation (PERSAL) to Human Resource Administration Directorate to fast tract the finalization of termination transactions with effect from the signing of this communique.
- The following are the roles and responsibilities of employees, supervisors or Line Function Managers, Human Resource Administration Directorate and Finance:

## MANAGEMENT OF TERMINATION OF EMPLOYMENT IN THE DEPARTMENT OF EDUCATION

### a) Employee

- An employee must notify his/her supervisor in writing of the intention to terminate services given the required period of notices (Educators to give ninety (90) days' notice and Public Service employees to give one (1) months' notice).
- He/she must ensure that all documentation pertaining to termination are properly completed and submitted timeously.

### b) Supervisor or Line Function Manager

On exit the supervisor or line Function Managers must ensure that:

- All assets and working tools that were allocated to the employee are returned to relevant offices before the exit (completed asset return form)
- The supervisor or Line Function Manager must complete all termination documentation and submit to HRA for processing termination timeously to avoid salary overpayments.
- The Supervisor must request death certificate from the relevant family members for timeous termination of services to avoid unnecessary salary overpayments.
- All debts of the employee are identified and brought to the attention of HRA for further processing by relevant offices if an employee exits due to death.
- Responsible for communicating this instruction to all employees under their span of control.

### c) Human Resource Administration

The HRA must:

- Process all termination transactions on PERSAL (#4.7.1) immediately when receiving termination documents to give effect to the termination of service of an employee.
- Ensure that employees are not in service beyond their exit dates
- Ensure that exit interviews are conducted on resignation, retirement and ill health retirement, information recorded and stored for safekeeping.
- Completing debt clearance form (HRA part)
- Processing exit benefits where applicable.
- Recover overpaid salary or salaries from pensions (Z102).
- The employee or relevant beneficiary must be informed of the overpayment and be made to acknowledge debt by completing debt acknowledgement form.



## MANAGEMENT OF TERMINATION OF EMPLOYMENT IN THE DEPARTMENT OF EDUCATION

- Ensure that employee is kept informed of the progress of their exit benefits
- The personal files(s) must be closed off and be filed in the archives for future reference or use.
- Treat personal details of departing employee(s) as confidential.

### d) Finance

- Setting up the debt
  - Management Salary reversal / salary recalls
  - Clearing of suspense account.
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- An employee who fails to comply with this instruction shall be guilty of an act of misconduct.
  - The full co-operation of all relevant role players will be highly appreciated.

**MR MD QWASE**

**ACTING HEAD OF DEPARTMENT**

**DATE: 28 OCTOBER 2022**