



OFFICE OF HEAD DEPARTMENT

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CIRCULAR NO. 9 OF 2023

TO: DEPUTY- DIRECTORS GENERAL

CHIEF DIRECTORS

DIRECTORS

CHIEF EDUCATION SPECIALISTS- LABOUR RELATIONS

DEPUTY DIRECTORS: HRA&P

ALL LABOUR UNIONS

FROM: ACTING HEAD OF DEPARTMENT

SUBJECT: EXTENDING THE SCOPE OF DISTRICT TASK TEAMS (DDTs) TO

INCLUDE FACILITATING PLACEMENT OF DISPLACED

PRINCIPALS, DEPUTY PRINCIPALS & DEPARTMENTAL HEADS

DATE: 14 AUGUST 2023

1. INTRODUCTION & PURPOSE

1.1 The objective of this Circular is to facilitate placement of displaced employees to their original or, where applicable, alternative workstations.

1.2 The absence of displaced employees in their workstations is not only an audit query but contributes substantively to human and financial administration inefficiencies in the department.



2. BACKGROUND

2.1 The department has noted that the absence of employees at the workstations / pay-points over a long period yields adverse impact on the contractual employer-employee relationships.

2.2 This anomaly is further confirmed by an alarming number of employees who are not, as per employment contracts, executing duties at their original workstations.

2.3 To this regard, reports show that the reasons resulting to this problem include, but not limited to, PILIR cases, effects of rationalization, displacements through wrath of communities and closure of former Teacher Training Colleges.

2.4 The displacements referred to also create human resource inefficiencies and financial burden for the employer let alone adverse bearing on the social and general welfare of displaced employees.

2.5 The financial implications include wasteful and fruitless expenditure the department incurs through remunerating employees who are not performing duties and responsibilities as per Conditions of Service stipulated in their appointment contracts.

2.6 In respect the of deliberations above, the PELRC has mandated that the scope of the DTTs be extended to include placement of displaced principals, deputy principals and departmental heads.

3. EXTENDING THE SCOPE OF DTTs TO INCLUDE DISPLACED PRINCIPALS, DEPUTY PRINCIPALS AND DEPARTMENTAL HEADS

3.1 The department has adopted inclusive and consultative approaches and subsequently established relevant structures and systems aimed at resolving the problem in districts and schools.



3.2 These statutory structures consisting of employer and trade union officials carry out mandates and perform placement functions within their jurisdiction in resolving issues affecting employer- employee relationships.

4. THE REPORTING MECHANISMS & TIMELINES

4.1 In monitoring progress aimed at assisting displaced employees to return to their original workstations, the DTTs must submit reports to Head Office on monthly basis thereby enabling the Department to comply with the PELRC Chamber processes. (Please see the Annexed Template)

4.2 The Employee Relations & Wellness Services Chief Directorate and the PTT will provide the relevant support where necessary to the DTTs in ensuring realization of the objective to place displaced employees permanently.

4.3 The District Director should therefore ensure that the DTTs comply with the contents of this Circular and report progress, as per the annexed Template to office of the Director: Collective Bargaining on monthly basis.

4.4 The decisions of the DTTs may not be changed unless such changes are made by the same committee or any other mandated structure.

4.5 It is important to note further that whenever an employee has been placed in a position, the receiving manager must be made aware of such developments.

4.6 The District Director should formalize the placement of an educator by; inter alia communicate, in writing, with the School Governing Body of the receiving school.

5. ATTACHMENTS

- Business processes
- Reporting Template

Dr S. NUKU

(Acting Head of Department)

05.10.2023

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CHIEF EDUCATION SPECIALISTS - LABOUR RELATIONS

DEPUTY DIRECTORS: HRA&P

FROM: ACTING HEAD OF DEPARTMENT

**SUBJECT: BUSINESS PROCESSES IN RESPECT OF FACILITATING
PLACEMENT OF DISPLACED EMPLOYEES**

DATE: 14 AUGUST 2023

1. DEFINITION

A displaced employees is by definition:

- I. A former college lecturer
- II. An employer chased way from the institution by parents and or/ learners.
- III. Displaced through the wrath of the community.

2. BUSINESS PROCESS

- I. The process of managing displaced employees is within the competence of the PELRC.



- II. The PELRC has subsequently established a PELRC Task Team working on displaced employees.
- III. The Task Team meets quarterly, compiles reports and present to the PELRC.
- IV. Districts submit monthly reports in preparation for the quarterly meetings of the Task Team and chamber respectively.
- V. The PELRC has further extended the mandate of the District Task Team to include placement of displaced principals, deputy principals and departmental heads.
- VI. Observation of the contents of the Circular include placing displaced employees in their original or alternative workstations.

3. HOW LONG DOES THE PROCESS TAKE

The process depends on individual circumstances affecting a displaced employee.

4. MONITORING OF THE WORK DONE BY A DISPLACED EMPLOYEE

- I. A displaced employee performs work in a school where temporarily placed.
- II. The allocation and monitoring of the displaced employees are within the competence of a current supervisor.
- III. The effectiveness of the system will be measured by a significant decrease in the number of displaced employees in the province who were either chased away from their institutions or employed as former college lecturers.

Dr S. NUKU

(Acting Head of Department)

05.10.2023

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REASONS FOR DISPLACEMENT	ORIGINAL INSTITUTION	TEMPORARY PLACEMENT