



DIRECTORATE: HUMAN RESOURCE SERVICES

Private Bag X9137, Pietermaritzburg, 3200

Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201
Tel: 033 846 5127 Email : Bafana.Zwane@kzndoe.gov.za

Human Resource Services

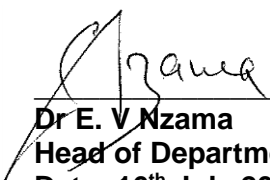
Enquiries: Mr AB Zwane

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS
HEADS OF SECTION/COMPONENTS OF DISTRICT OFFICES
CES: CIRCUIT MANAGEMENT AND CIRCUIT MANAGERS**

HRM CIRCULAR No. 42 OF 2020

MANAGEMENT OF OFFICE BASED EMPLOYEES DURING THE COVID 19 PANDEMIC

1. In-keeping with HRM Circular No. 23 of 2020, all office based officials, except those with comorbidities, reported for duty on 3 June 2020. The risk now being envisaged as a result of the surge in the number of COVID-19 infections requires a review in the working arrangements.
2. In order to minimize the risk of infections, it is deemed necessary that officials report for duty on a rotational basis. For this purpose, a formal roster will have to be maintained for staff within a District or Directorate to ensure that the operational requirements are in no way compromised. The minimum number or percentage of employees that must report for duty will be at the discretion of the relevant Director taking into account the operational demands, compliance with social distancing measures, and the circumstances of the employees.
3. In terms of the Determination on Leave, "Annual leave should be planned and scheduled at least at the start of a leave cycle, i.e. January of each year". In compliance with this provision, the schedule of leave in respect of the employees must be taken into account in the development of the rotation roster and this must be reflected accordingly.
4. In addition to the rotational working arrangement, the arrival and departure times must be staggered to prevent the queuing of officials at the entrance and exit points.
5. Where it is possible, officials may be permitted to work remotely provided that the necessary resources are available for this purpose.
6. The content of these Circulars must be brought to the attention of all employees of the Department.


Dr E. V. Nzama
Head of Department: Education
Date: 16th July 2020