



Enquiries:
Imibuzo : M. REDDY
Navrae : S. GOVENDER

Reference:
Inkomba :
Verwysing:

Date :
Usuku: 12/03/2010
Datum:

**TO: SENIOR GENERAL MANAGERS
GENERAL MANAGERS AND MANAGERS
SUPERINTENDENTS OF EDUCATION: MANAGEMENT (SEMs)
HEADS OF EDUCATIONAL INSTITUTIONS/COMPONENTS/SECTIONS**

HRM CIRCULAR No.10 OF 2010

DIRECTIVES ON OFFICIAL WORKING HOURS AND WORKING ARRANGEMENTS

1. The enclosed Directives on Official Working Hours and Working Arrangements have been approved for implementation within the Department.
2. All Heads of Offices/Institutions are required to ensure that the relevant directives are adhered to.
3. The contents of this circular must be brought to the attention of all employees.

R. CASSIUS LUBISI, PhD
SUPERINTENDENT-GENERAL

DATE: 28/04/2010

...dedicated to service and performance
beyond the call of duty.

KWAZULU-NATAL DEPARTMENT OF EDUCATION

POSTAL: Private Bag X9137, Pietermaritzburg, 3200, KwaZulu-Natal, Republic of South Africa

PHYSICAL: 228 Pietermaritz Street, Pietermaritzburg, 3201

TEL: Tel: +27 33 846 5172/ 5239 | Call Centre: +27 0860 569 353 | Fax: +27 33 846 5557 | E-mail: premi.govender@kzndoe.gov.za

Web: www.kzneducation.gov.za

KWAZULU-NATAL DEPARTMENT OF EDUCATION

DIRECTIVES ON OFFICIAL WORKING HOURS AND WORKING ARRANGEMENTS (IN COMPLIANCE WITH EXISTING PRESCRIPTS)

1. INTRODUCTION

The Kwa-Zulu Natal Department of Education is committed to providing a supportive and flexible working environment for all its employees. In determining the official working hours, serious consideration was given to the needs and circumstances of learners, educators, employees and other role players. Therefore, the working hours as contained in these Directives have been arranged in accordance with existing legislation and are aimed at providing a conducive working environment which would allow for enhanced service delivery by promoting effective access and interaction between departmental officials, other role-players and the public.

2. PURPOSE

The purpose of these Directives is to:

- (a) provide provisions and control measures on the normal working hours and working arrangements taking into account the needs and circumstances of educators and employees;
- (b) prescribe the opening and closing times applicable to offices/institutions/ places of work taking into account the needs of the public and other role players with a view to improving service delivery.

3. SCOPE OF APPLICABILITY

These Directives are applicable to all employees appointed in terms of the Public Service Act, 1994 (Act 103 of 1994), as amended, as well as educators employed in terms of the Employment of Educators Act, 1998 (Act 76 of 1998), as amended.

4. AUTHORISATION

These Directives are authorised by the following prescripts:

Public Service Act, 1994 (Proclamation 103 of 1994), as amended
Basic Conditions of Employment Act, 1997(Act 75 of 1997), as amended
Employment of Educators Act, 1998 (Act 76 of 1998), as amended
Public Service Regulations, 2001, as amended
Personnel Administrative Measures (PAM)
PSCBC Resolution No 1 of 2007



SIGNATURE

28/04/2010

DATE

5. PROVISIONS

5.1 INSTITUTION-BASED EDUCATORS

- (a) Educators are required to be at institutions during the formal institution day, which should comprise of not less than seven (7) hours per day i.e. Mondays to Fridays. The seven (7) hours per day includes the breaks and the periods during which the learners are not at the institution.
- (b) Educators may, for special reasons and with the prior permission of the Principal, be at an institution for less than seven (7) hours during a formal institution day. In such instances, the Principal will exercise his/her discretion based on the provisions of these Directives and other Departmental instructions. In this regard, it must be noted that institutions may only be closed with prior written approval being obtained from the Executing Authority or his/her delegate. Such permission may, in emergency situations, be obtained telephonically and this must thereafter be confirmed in writing. As such, it is incumbent upon Heads of Institutions to timeously seek approval, via the normal channels of communication, for closure of institutions for religious and other purposes.
- (c) All educators may be required by the employer to attend programmes for ongoing professional development, up to a maximum of 80 hours per annum. These programmes will be conducted outside the formal institution day or during the vacations. The employer shall give at least one term's notice of programmes to be conducted during institution vacations.
- (d) It must be noted that educators are on official duty:-
- (i) during the service period laid down in the institution time-table which reflects the curriculum and the approved contact teaching time; and
- (ii) during the times in which such other activities, which do not constitute part of the timetable but are related to institution affairs, takes place.


SIGNATURE

28/04/2010
DATE

- (e) (i) Other activities related to institution affairs would include, amongst others, awards functions, fund raising activities, sporting activities, leadership programmes, excursions, parent meetings, inter-class/inter institution debates including traveling time for the attendance of such activities as well as activities relating to pastoral care during break periods.
- (ii) It is imperative that the Head of Institution, in consultation with the educator staff compile, at the beginning of each year, a programme of institution related activities together with the allocation of duties relating to each activity. Whilst the programme of activity is compiled at the beginning of each year, the Head of Institution may, in consultation with the educator staff, effect changes for compelling and justifiable reasons. Obviously, these activities will, in the main be undertaken outside normal institution hours and the expectation is that every educator must be able to account for 1800 actual working hours per annum.
- (f) Educators are required, during their official duty, to give full attention to their duties including the provision of relief teaching and shall not, without the consent of the Head of Institution, be absent from their institution or place where such other activity related to institution affairs takes place.
- (g) Each Head of Institution is required to prescribe the official commencing and closing times. This must be at 15 minutes intervals between 07h00 and 08h30 and between 14h00 and 17h30 depending on the circumstances within each working environment.
- (h) Part-time educators and educators appointed on a proportional basis will be required to work the number of hours per day and week as specified in their employment contracts.
- (i) The Heads of Institutions shall maintain an Attendance Registers in which all educators shall record the time of their arrival at and departure from their places of duty.

5.2 OFFICE BASED EDUCATORS

- (a) All Office Based Educators are required to be on official duty continuously on each working day for a minimum period of eight (8) hours per day and forty (40) hours per week, excluding Saturdays, Sundays as well as Public Holidays. However, the meal intervals are excluded from these working hours.


SIGNATURE

28/04/2010
DATE

- (b) It must be noted that Office Based Educators are on official duty:-
- (i) during the prescribed working hours of the relevant Office as determined by the Head of Office; and
 - (ii) during the times in which such other activities relating to office affairs takes place outside the prescribed official hours.
- (c) Other activities related to office affairs would include, amongst others, attendance of authorized workshops, seminars, meetings, sporting activities, developmental programmes, monitoring of ABET related activities as well as the traveling time for the attendance of such activities.
- (d) The Head of Department is required to prescribe the official commencing and closing times for officials attached to Head Office. The District Managers are required to prescribe the official commencing and closing times for officials attached to District Offices. This must be at fifteen (15) minutes intervals between 07h00 and 08h30 to between 15h30 and 17h00 depending on the circumstances within each working environment.
- (e) Office Based Educators who work continuously for more than 5 hours must be given a meal interval of at least sixty (60) minutes which does not constitute part of their official hours. The meal interval may be reduced to not less than thirty (30) minutes by written agreement.
- (f) Three rest intervals of 15 minutes each may be granted in a working day. The starting and finishing times of two (2) of the rest intervals may be between 9h30 to 10h30 and 14h30 to 15h30. The third period of rest interval of fifteen (15) minutes may be added to the meal interval. It must be noted that these rest intervals are taken at the employer's time.
- (g) During a meal and rest interval, Office Based Educators may be required to perform duties which cannot be left unattended and cannot be performed by another employee. In such instances, the prescribed meal/rest intervals may be deferred.
- (h) The Head of Department and the District Manager are required to prescribe the official meal and rest interval times for their respective offices.
- (i) Office Based Educators are required, during their official duty, to give full attention to their duties and shall not, without the necessary prior approval, be absent from their office or place where such other activity related to office affairs takes place.


SIGNATURE

28/04/2010
DATE

- (j) The Manager/Supervisor of each Component shall ensure that an Attendance Registers is maintained in which all Office Based Educators shall record the time of their arrival at and departure from their place of duty. Alternatively, each Office Based Educator must complete an itinerary which must be approved by the Manager/Supervisor.

5.3 PUBLIC SERVICE EMPLOYEES EXCLUDING SHIFT EMPLOYEES AND HOSTEL EMPLOYEES

- (a) All employees are required to be on official duty continuously on each working day for a minimum period of eight (8) hours per day and 40 hours per week, excluding Saturdays, Sundays as well as Public Holidays. However, the meal intervals are excluded from these working hours.
- (b) It must be noted that employees are on official duty:-
- (i) during the prescribed working hours of the relevant Office as determined by the Head of Office/Institution; and
 - (ii) during the times in which such other activities relating to office affairs takes place outside the prescribed official hours.
- (c) Other activities related to office/institution affairs would include, amongst others, attendance of authorized workshops, seminars, meetings, sporting activities, developmental programmes, monitoring of ABET related activities as well as the traveling time for the attendance of such activities.
- (d) The Head of Department, District Managers and Heads of Institutions shall prescribe the official commencing and closing times for Head Office, District Offices and Institutions respectively. This must be at 15 minutes intervals between 07h00 and 08h30 to between 15h30 and 17h00.
- (e) Employees who work continuously for more than 5 hours must be given a meal interval of at least sixty (60) minutes which does not constitute part of their official hours. The meal interval may be reduced to not less than thirty (30) minutes by written agreement.
- (f) Three rest intervals of 15 minutes each may be granted in a working day. The starting and finishing times of two (2) of the rest intervals may be between 9h30 to 10h30 and 14h30 to 15h30. The third period of rest interval of fifteen (15) minutes may be added to the meal interval. It must be noted that these rest intervals are taken at the employer's time.


SIGNATURE

28/04/2010
DATE

- (g) During a meal and rest interval, employees may be required to perform duties which cannot be left unattended and cannot be performed by another employee. In such instances, the prescribed meal/rest intervals may be deferred.
- (h) The Head of Department, District Managers and Heads of Institutions shall prescribe the official meal and rest interval times for their respective offices/institutions.
- (i) Employees are required, during their official duty, to give full attention to their duties and shall not, without the necessary prior approval, be absent from their office/institution or place where such other activity related to office/institution affairs takes place.
- (j) The Manager/Supervisor of each Component shall ensure that an Attendance Registers is maintained in which all employees shall record the time of their arrival at and departure from their place of duty. Alternatively, each employee must complete an itinerary which must be approved by the Manager/Supervisor.

5.4 SHIFT EMPLOYEES AND HOSTEL EMPLOYEES

- (a) Shift employees and hostel employees are required to be on official duty for a maximum period of 40 hours per week, including Saturdays, Sundays and Public Holidays as reflected in the Shift Roster. However, any time allocated for meal intervals are excluded from these working hours.
- (b) It must be noted that such employees are on official duty:-
 - (i) during the times as reflected in the shift roster as determined by the Head of Institution in respect of Institutions and the Head of Directorate in respect of Offices where the shift work is to be performed; and
 - (ii) during the times in which such other activities relating to Office/Institution affairs takes place outside the prescribed official hours.
- (c) Other activities related to office/institution affairs would include, amongst others, attendance of authorized workshops, seminars, meetings, sporting activities, developmental programmes, monitoring of ABET related activities as well as the traveling time for the attendance of such activities.


SIGNATURE

28/04/2010
DATE

- (d) In arranging the official hours of duty, it may be necessary for Heads of Directorates/Institutions to require employees to perform shift work in keeping with operational requirements. The shift work must be regulated through a shift roster.
- (e) This roster must be compiled in consultation with the affected employees, with due regard to the following:
- (i) the frequency of night work, weekend work and work on public holidays should be limited, as much as possible, for each employee;
 - (ii) the rest period should be scheduled to fall on weekends for a minimum number of times during a given period for each employee;
 - (iii) employees with skills that are interchangeable should be allowed to exchange a shift with another employee;
 - (iv) accommodating the special needs of employees such as pregnant and breast-feeding employees, employees with family responsibilities, older employees, disabled employees or employees with health problems as well as the employees' personal preferences for the scheduling of their own free time;
 - (v) the scheduled working time is distributed to the affected employee in a fair and equitable manner;
 - (vi) the availability of public transport to and from the residence of the employee;
 - (vii) no employee be required to perform duties in excess of 12 hours in any shift.
- (d) The changeover from one shift to another should, where appropriate, include a period of 15 minutes of overlap in order to pass on any relevant information.
- (e) The shift roster must be displayed or distributed for easy access by all employees and must be presented in an easily understandable form at least 5 days before the implementation of the shift roster.
- (f) Employees must receive at least 24 hours notice of any changes to the roster.
- (g) Shift work may include working a night shift and this would mean performing duties from 19h00 to 07h00 the next day or 18h00 to 06h00 the next day with due regard to operational requirements. In respect of Night Work, the Night Shift Allowance will be payable.


SIGNATURE

28/04/2010
DATE

- (h) Employees are required, during their official duty, to give full attention to their duties and shall not, without the necessary prior approval, be absent from their office/institution or place where such other activity related to office/institution affairs takes place.
- (i) The Heads of Institutions/Directorates shall maintain an Attendance Registers in which all employees shall record the time of their arrival at and departure from their places of duty.

5.5 EMERGENCY WORK

An educator/employee may be required to perform work outside normal working hours if the work must be performed without delay owing to exceptional circumstances and for which it would not have been reasonably expected to make provisions.

6. MONITORING AND EVALUATION

It is the responsibility of line managers, supervisors as well as Heads of institutions to ensure that provisions of these Directives are adhered to.

7. DISPUTE RESOLUTION

Any dispute arising out of the interpretation and application of these Directives must initially be dealt with in accordance with the normal grievance procedures and thereafter, if still unresolved, through the Dispute Resolution mechanisms of the relevant Sectoral Bargaining Council.

8. FORMAL APPROVAL

These Directives are approved for implementation with effect from 1 MAY 2010 and replaces all other Policies on Official Working Hours and Working Arrangements issued before this date.



SIGNATURE

SUPERINTENDENT-GENERAL
DESIGNATION

28/04/2010
DATE

SIGNATURE

DATE