



PROVINCE OF KWAZULU-NATAL
ISIFUNDAZWE SAKWAZULU-NATALI
PROVINSIE KWAZULU-NATAL

DEPARTMENT OF EDUCATION
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Enquiries:

Imibuzo: S.J. Zuma

Navrae:

Reference:

Inkomba: Transfer Policy

Verwysing:

Date:

Usuku: 28/03/ 2008

Datum:

**TO: SENIOR GENERAL MANAGERS
GENERAL MANAGERS AND MANAGERS
SUPERINTENDENTS OF EDUCATION: MANAGEMENT (SEMs)
HEAD OF EDUCATIONAL INSTITUTIONS**

HRM CIRCULAR NO. 10 OF 2008

IMPLEMENTATION OF THE POLICY ON TRANSFER OF EDUCATORS

1. Kindly note that approval has been granted for the implementation of the abovementioned Policy, a copy of which is enclosed.
2. The effective date for implementation is 1 March 2008 and all applications for transfer will, from this date, be considered in accordance with the provisions as contained in the Policy.
3. The contents of this circular must be brought to the attention of all educators.

**R. CASSIUS LUBISI, PhD
SUPERINTENDENT-GENERAL**

KWAZULU-NATAL DEPARTMENT OF EDUCATION

POLICY ON TRANSFER FOR EDUCATORS

1. INTRODUCTION

The utilization of educators with due regard to their personal circumstances will contribute significantly to their effectiveness and efficiency thereby improving service delivery. It is therefore necessary to implement strategies that will allow the department to utilize educators effectively taking into consideration the educators personal circumstances as well as the needs of the Department. To this end it has become necessary to implement this policy and concomitant procedures to allow for the movement of educators by way of transfers in a fair and equitable manner and in a way that is of mutual benefit. In terms of Section 8 of the Employment of Educators Act, 1998 (Act No 76 of 1998), as amended, the Superintendent-General may, in the best interest of the department, transfer any educator in the service of the department to any post.

2. PURPOSE

To establish uniform policy and procedures for the permanent transfer of institution and office-based educators from one post to another.

3. SCOPE OF APPLICABILITY

This policy applies to all permanent educators whose employment is regulated in terms of the Employment of Educators Act, 1998 (Act 76 of 1998), as amended.

4. AUTHORISATION

Employment of Educators Act, 1998 (Act 76 of 1998), as amended
Labour Relations Act, 1995 (Act 66 of 1995), as amended
Employment Equity Act, 1998 (Act 55 of 1998)
Public Finance Management Act, 1999 (Act 1 of 1999)
Basic Conditions of Employment Act, 1997 (Act 75 of 1997)
Personnel Administration Measures (PAM)

5. PRINCIPLES

- 5.1 No educator shall be favoured or prejudiced in considering applications for transfer.
- 5.2 All applications for transfers will be considered on the basis of fairness and objectivity.
- 5.3 No educator shall be transferred to a post unless he/she is suitable for the post.

6. TRANSFER PROVISIONS

6.1. OFFICE-BASED EDUCATORS : CROSS TRANSFERS

- 6.1.1 Office Based Educators who meet the needs of the post may apply for cross-transfer. The applications from the respective educators must be made on the prescribed form and be recommended by the respective Heads of Division as well as the Heads of Directorate/Office. However, no cross-transfers will be considered if charge/s of misconduct have been preferred against either one of the applicants.
- 6.1.2 The respective educators are required to jointly complete 2 sets of the prescribed application form (TF2B) and each educator is required to submit their copy to their line functionaries for a recommendation. The form must then be submitted to the relevant Personnel Component for further attention and onward transmission for formal approval to the Senior General Manager: HR and Admin Services.
- 6.1.3 Upon receipt of the approval, the respective Personnel Components must inform the educators accordingly and process the cross transfers.
- 6.1.4 The effective date of such transfer will be the first day of the month following the month on which approval was granted. Under no circumstances should any movement take place without the necessary approval.
- 6.1.5 The head of the receiving offices must arrange for the completion and submission of assumption of duty forms in respect of the transferred employees. Such forms must be submitted to the relevant Personnel Component within 3 days from the date of assumption of duty.

6.2. OFFICE-BASED EDUCATORS: SINGLE TRANSFERS

- 6.2.1 Office Based Educators will not be selectively considered for single transfers to vacant posts. Such vacant posts will be advertised and educators who currently occupy a post similar to the advertised post may apply for transfer to such advertised post.

6.3. INSTITUTION BASED EDUCATORS : CROSS-TRANSFERS

- 6.3.1 Institution Based Educators who meet the curricular needs of the affected schools may apply for cross transfer. In this regard it is essential that all aspects of the posts and subjects offered by each educator is the same. The applications must be in writing on the prescribed form and be recommended by the relevant Heads of Institution and School Governing Bodies. However, no cross-transfers will be considered if charge/s of misconduct have been preferred against either one of the applicants.
- 6.3.2 The respective educators are required to jointly complete 2 sets of the

prescribed application forms (TF2A) and each educator is required to submit their copy to their Principal for his/her recommendation who in turn must forward the application to the respective Chairpersons of the school Governing Bodies for their recommendation. The form must then be submitted to the relevant SEM and District Manager for further attention and onward transmission for formal approval to the Senior General Manager: HR and Admin Services.

- 6.3.3 Upon receipt of the approval, the relevant Service Centres must inform the educators accordingly and process the cross transfers.
- 6.3.4 The principals of the receiving schools must arrange for the completion and submission of the assumption of duty forms in respect of the transferred educators. Such assumption of duty forms must be forwarded to the relevant Personnel Component within 3 days of the assumption of duty.
- 6.3.5 In order to minimize disruption in teaching and learning, cross transfers may only be effected at the beginning of the academic year unless compelling reasons dictate otherwise.
- 6.3.6 Under no circumstances should any movement take place without the necessary approval.

6.4. INSTITUTION BASED EDUCATORS: SINGLE TRANSFERS

- 6.4.1 Institution Based Educators may be considered for a transfer for reasons of a personal and compelling nature (eg. economic, social or domestic reasons). Documentary evidence substantiating the compelling circumstances must accompany requests for transfer. However, the transfer will not be considered if charge/s of misconduct have been preferred against the applicant.
- 6.4.2 It should be noted that only post level 1 educators are eligible to apply for a single transfer. **In this regard all promotion posts must be advertised.**
- 6.4.3 Such educators must personally identify a school with a substantive vacant and concomitant post and complete the prescribed application forms (TF1A and TF1B). The TF1A must be submitted to the Principal and the Chairperson of the School Governing Body of the releasing school for their recommendation. The form must then be submitted to the releasing SEM and the District Manager for a recommendation. The District Manager must thereafter submit the completed form to the Directorate: Human Resource Services at Head Office.
- 6.4.4 TF1B must be submitted to the Principal and the Chairperson of the School Governing Body of the receiving school for their recommendation. The form must then be submitted to the receiving SEM and the District Manager for a

recommendation. The District Manager must thereafter submit the completed form to the Directorate: Human Resource Services at Head Office.

- 6.4.5 The Manager : Human Resource Services will, upon receipt of both TF1A and TF1B, consider granting formal approval for the transfer.
- 6.4.6 In the event that the application for transfer is disapproved/not recommended, the applicant must be favoured with a written explanation from the relevant official/School Governing Body or the responsible Personnel Component, as the case may be.
- 6.4.7 Upon approval, the responsible Personnel Component must inform the school and the educator in writing.
- 6.4.8 In order to minimize disruption in teaching and learning transfers may only be effected in the beginning of the academic year unless compelling reasons dictate otherwise. Under no circumstances should any movement take place without the necessary approval.
- 6.4.9 The principals of the schools must arrange for the completion and submission of the assumption of duty form in respect of the transferred educator. Such form must be submitted within 3 days from the date of assumption of duty to the relevant Personnel Component.

6.5. GENERAL

- 6.5.1 The procedures outlined above must also be followed in respect of inter-provincial transfers, but, in this instance the approval of the respective Heads of Department or his/her delegate must be obtained.
- 6.5.2 Complaints relating to the undue delays in the processing of applications for transfer must be directed to the General Manager: Human Resource Management at Head Office.

6.6. TRANSFER/RELOCATION COSTS

All educator-initiated transfers will be at their own costs.

7. DISPUTE RESOLUTION MECHANISM

Disputes arising from the interpretation and implementation of this Policy shall be dealt with in accordance with the relevant dispute resolution procedures.

TF2A

KWAZULU-NATAL DEPARTMENT OF EDUCATION

**APPLICATION FOR CROSS TRANSFER – INSTITUTION BASED
EDUCATORS**

1. WE, THE UNDER-SIGNED EDUCATORS HEREBY APPLY FOR CROSS-TRANSFER AND OUR DETAILS ARE FURNISHED HEREUNDER :

EDUCATOR DETAILS (1)

SURNAME	INITIALS	PERSAL No	RANK	POST LEVEL
PROVINCE		SERVICE CENTRE	DISTRICT	CIRCUIT
SCHOOL			CONTACT No.	

EDUCATOR DETAILS (2)

SURNAME	INITIALS	PERSAL No	RANK	POST LEVEL
PROVINCE		SERVICE CENTRE	DISTRICT	CIRCUIT
SCHOOL			CONTACT No.	

SIGNATURE : EDUCATOR (1)

DATE

SIGNATURE : EDUCATOR (2)

DATE

*** A comprehensive CV containing details of qualifications and subjects offered by each educators must be attached.**

2. RECOMMENDATION OF PRINCIPAL & GOVERNING BODY

The release on transfer of the above educator in terms of Section 8 of the Employment of Educators Act, 1998 (Act 76 of 1998), as amended to _____ Prim / Sec School and the Acceptance of Mr / Mrs _____ Persal No. _____ from _____ Prim/ Sec School is Recommended / Not Recommended.

Reason for not Recommending

PRINCIPAL

DATE

CHAIRPERSON: SGB

DATE

3. RECOMMENDATION OF SUPERINTENDENT OF EDUCATION MANAGEMENT

Transfer is recommended / not recommended

Reason for not Recommending

SEM

DATE

CIRCUIT MANAGER

DATE

4. RECOMMENDATION OF DISTRICT MANAGER

Transfer is recommended / not recommended

Reason for not Recommending

NAME

SIGNATURE

DATE

5. FORMAL APPROVAL FROM THE SENIOR GENERAL MANAGER : HR & ADMIN SERVICES

The cross transfer of Mr/Ms to School and
Mr/Ms to School as recommended is
approved / not approved

NAME

SIGNATURE

DATE

KWAZULU-NATAL DEPARTMENT OF EDUCATION

APPLICATION FOR CROSS TRANSFER – OFFICE BASED EDUCATORS

1. WE, THE UNDER-SIGNED EDUCATORS HEREBY APPLY FOR CROSS-TRANSFER AND OUR DETAILS ARE FURNISHED HEREUNDER :

EDUCATOR DETAILS (1)

SURNAME	INITIALS	PERSAL No	RANK	POST LEVEL
PROVINCE	SERVICE CENTRE		DISTRICT	CIRCUIT
DIRECTORATE			CONTACT No.	

EDUCATOR DETAILS (2)

SURNAME	INITIALS	PERSAL No	RANK	POST LEVEL
PROVINCE	SERVICE CENTRE		DISTRICT	CIRCUIT
DIRECTORATE			CONTACT No.	

SIGNATURE : EDUCATOR (1)

DATE

SIGNATURE : EDUCATOR (2)

DATE

** A comprehensive CV containing details of qualifications and subjects offered by each educators must be attached.*

2. RECOMMENDATION OF HEAD OF OFFICE / DIRECTORATE

The release on transfer of the above educator in terms of Section 8 of the Employment of Educators Act, 1998 (Act 76 of 1998), as amended to _____ Office and the Acceptance of Mr / Mrs _____ Persal No. _____ from _____ Office is Recommended / Not Recommended.

Reason for not Recommending

NAME

SIGNATURE

DATE

3. FORMAL APPROVAL FROM THE SENIOR GENERAL MANAGER : HR & ADMIN SERVICES

The cross transfer of Mr/Ms to Office and Mr/Ms to Office as recommended is approved / not approved

NAME

SIGNATURE

DATE

KWAZULU-NATAL DEPARTMENT OF EDUCATION

**APPLICATION FOR SINGLE TRANSFER : RELEASING SCHOOL -
INSTITUTION BASED EDUCATORS**

1. I, THE UNDER-SIGNED EDUCATORS HEREBY APPLY FOR A TRANSFER AND MY DETAILS ARE FURNISHED HEREUNDER :

EDUCATOR DETAILS (1)

SURNAME	INITIALS	PERSAL No	RANK	POST LEVEL
PROVINCE	SERVICE CENTRE		DISTRICT	CIRCUIT
SCHOOL			CONTACT No.	

2. **DETAILS OF THE SCHOOL TO WHICH I APPLY FOR TRANSFER**

PROVINCE	SERVICE CENTRE	DISTRICT	CIRCUIT
SCHOOL			CONTACT No.

SIGNATURE : EDUCATOR

DATE

** A comprehensive CV containing details of qualifications and subjects offered must be attached.*

3. RECOMMENDATION OF THE RELEASING PRINCIPAL & GOVERNING BODY

The release on transfer of the above educator in terms of Section 8 of the Employment of Educators Act, 1998 (Act 76 of 1998), as amended to _____ Prim / Sec School is Recommended / Not Recommended.

Reason for not Recommending

PRINCIPAL

DATE

CHAIRPERSON: SGB

DATE

4. RECOMMENDATION OF SUPERINTENDENT OF EDUCATION MANAGEMENT

Transfer is recommended / not recommended

Reason for not Recommending

SEM

DATE

CIRCUIT MANAGER

DATE

5. RECOMMENDATION OF DISTRICT MANAGER

Transfer is recommended / not recommended

Reason for not Recommending

NAME

SIGNATURE

DATE

6. FORMAL APPROVAL FROM THE SENIOR GENERAL MANAGER : HR & ADMIN SERVICES

The transfer of Mr/Ms to School as recommended is approved / not approved

NAME

SIGNATURE

DATE

KWAZULU-NATAL DEPARTMENT OF EDUCATION

**APPLICATION FOR SINGLE TRANSFER : ACCEPTING SCHOOL –
INSTITUTION BASED EDUCATORS**

1. I, THE UNDER-SIGNED EDUCATORS HEREBY APPLY FOR A TRANSFER AND MY DETAILS ARE FURNISHED HEREUNDER :

EDUCATOR DETAILS (1)

SURNAME	INITIALS	PERSAL No	RANK	POST LEVEL
PROVINCE	SERVICE CENTRE		DISTRICT	CIRCUIT
SCHOOL			CONTACT No.	

2. DETAILS OF THE SCHOOL TO WHICH I APPLY FOR TRANSFER

PROVINCE	SERVICE CENTRE	DISTRICT	CIRCUIT
SCHOOL	CONTACT No.		

SIGNATURE : EDUCATOR

DATE

** A comprehensive CV containing details of qualifications and subjects offered must be attached.*

3. RECOMMENDATION OF THE ACCEPTING PRINCIPAL & GOVERNING BODY

The acceptance on transfer of the above educator in terms of Section 8 of the Employment of Educators Act, 1998 (Act 76 of 1998), as amended to _____ Prim / Sec School is Recommended / Not Recommended.

Reason for not Recommending

PRINCIPAL

DATE

CHAIRPERSON: SGB

DATE

4. RECOMMENDATION OF SUPERINTENDENT OF EDUCATION MANAGEMENT

Transfer is recommended / not recommended

Reason for not Recommending

SEM DATE CIRCUIT MANAGER DATE

5. RECOMMENDATION OF DISTRICT MANAGER

Transfer is recommended / not recommended

Reason for not Recommending

NAME SIGNATURE DATE

6. FORMAL APPROVAL FROM THE SENIOR GENERAL MANAGER : HR & ADMIN SERVICES

The transfer of Mr/Ms to School as recommended is approved / not approved

NAME SIGNATURE DATE