



**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS
PRINCIPALS OF SCHOOLS**

HRM CIRCULAR NO. 58 OF 2020

APPOINTMENT OF SUBSTITUTE EDUCATORS/EMPLOYEES

1. ELRC Collective Agreement 1 of 2020 and HRM Circular No. 41 of 2020 provided for educators and public service personnel to be granted concession during Alert Levels 3 and 2 and this, in some cases, also necessitated the appointment of substitute educators and public service personnel.
2. As a result of the country moving to Alert Level 1 with effect from midnight on Sunday, 20 September 2020, all educators and public service employees who were granted concession were required to report for duty with effect from 21 September 2020. Educators / Employees who did not report for duty due to medical reasons were expected to apply for sick or incapacity leave.
3. In order to minimise disruption and promote efficiency, the appointment and substitute educators/employees and their continued utilisation must be managed as follows:
 - Where the substitute educators/employees has already assumed duty prior to the resumption of the permanent educator to the school, the substitute educator/employee must be given 30 days' notice of service termination with the notice period being from 1 November to 31 November 2020.
 - Where the substitute educator/employee has already assumed duty and the permanent educator/employee remains absent due to sick/incapacity leave, the substitute educator/employee will remain in service with the effective period being from the date of assumption of duty up to the leave end date of the permanent educator/employee.
 - Where the processes have commenced but not finalised for the appointment of the substitute educator/employee and the permanent educator/employee applied for sick/incapacity leave, the processes must be finalised for the substitute educator/employee to assume duty with the service period being from the date of assumption of duty up to the leave end date of the permanent educator/employee
 - Where the processes have commenced but not finalised for the appointment of substitute educator/employee and the permanent educator/employee resumed duty on 21 September 2021, the processes must be halted and no substitute educator/employees must be permitted to assume duty
4. Kindly ensure that the content of this Circular is brought to the attention of all employees under your supervision.


DR E V NZAMA
HEAD OF DEPARTMENT: KZN EDUCATION

06/10/2020
DATE