



Blitz 45/2016 : 29/09/2016

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Posvoorsieningskale : 2017

Gauteng Departement van Onderwys is tans in 'n proses om die posvoorsieningskale aan skole te stuur. Die posvoorsieningskale vir 2017 sal skole nie later as Vrydag 30 September 2016 bereik nie.

Dit is belangrik dat Omsendskrywe 8 van 2016 en die bestuursplan daarin vervat noukeurig gelees en gevolg word. (Afskrif aangeheg)

Dit is belangrik dat lede wat deur die proses van bottligverklaring geraak word ook die omsendbrief bestudeer.

Indien u enige vrae het kontak die SAOU onverwyld.

Post Provisioning : 2017

The Gauteng Department of Education is currently in the process of distributing the post provisioning to schools for 2017. Schools will receive this by no later than Friday, 30 September 2016.

Please note that Circular 8/2016 as well as the management plan contained within must be read thoroughly and implementation must be meticulous. (See copy attached)

Members who are declared additional to the post establishment must also study the circular thoroughly.

Please contact the SAOU immediately should any questions arise.



VAKANSIE

Die einde van die kwartaal is in sig en elkeen van u sien sekerlik uit na 'n welverdiende blaaskans wanneer die skool eersdaags sluit.

Geniet gerus die blaaskans saam met u gesin. Hulle verdien dit sekerlik ook!

SCHOOL HOLIDAY

The end of the term is in sight and educators are looking forward to a well-deserved break.

Enjoy this break with you family who surely also deserves the break!



GAUTENG PROVINCE

EDUCATION

Circular 08/2016

Date: 23 September 2016

Topic

IMPLEMENTATION OF THE 2017 CS POST ESTABLISHMENT, GRADING OF INSTITUTIONS AND PLACEMENT OF EDUCATORS ADDITIONAL TO POST ESTABLISHMENTS OF INSTITUTIONS WITH EFFECT FROM 01 JANUARY 2017

Enclosures

Annexure A: Management Plan
Annexure B: FORM EXOP 1
Annexure C: GDE 79 (Notice of Vacancies)
Annexure D: HR Terminations
Annexure E: GDE 1 (Notice of temporary appointment)
Annexure F: Definitions and Acronyms
Annexure G: Profile Form

Distribution

- ✓ Deputy Director-Generals, Chief Directors and Directors at Head Office and District Offices
- ✓ Principals of all Public Schools and Independent Schools
- ✓ Principals of Special Schools
- ✓ Members of School Governing Bodies and Associations
- ✓ Labour Unions and Organisations

Enquiries

HR Provisioning at relevant District Offices

On request, this circular will be made available in isiZulu, Sepedi and Afrikaans within 21 days.
It will also be available on the GDE website at: www.education.gpg.gov.za

Office of the Head of Department

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IMPLEMENTATION OF THE 2017 CS POST ESTABLISHMENT, GRADING OF INSTITUTIONS AND PLACEMENT OF EDUCATORS ADDITIONAL TO POST ESTABLISHMENTS OF INSTITUTIONS WITH EFFECT FROM 01 JANUARY 2017

1. INTRODUCTION AND BACKGROUND

- 1.1 This circular sets out procedures related to the implementation of post establishments, grading of institutions and placement of educators additional to post establishments of institutions for implementation in 2017.
- 1.2 The circular is the result of extensive consultation with unions and is underpinned by the principle of balancing the need for maintaining efficiency, allowing for minimum disruptions in the system.
- 1.3 For your convenience, explanation of terms and acronyms are provided in Annexure F.

2. LEGISLATIVE FRAMEWORK

- 2.1 Constitution of the Republic of South Africa, 1996 (Act 108 of 1996), as amended
- 2.2 National Education Policy Act, 1996 (Act No. 27 of 1996), as amended
- 2.3 South African Schools Act, 1996 (Act No. 84 of 1996), as amended
- 2.4 Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended
- 2.5 Employment Equity Act, 1998 (Act No. 55 of 1998)
- 2.6 Labour Relations Act, 1995 (Act No. 66 of 1995), as amended
- 2.7 Public Service Act, 1994 (Proclamation No. 103 of 1994), as amended
- 2.8 ELRC Collective Agreement 3 of 2006
- 2.9 ELRC Collective Agreement 2 of 2003
- 2.10 ELRC Resolution 3 of 2001

3. IMPORTANT CONSIDERATIONS FOR THE FILLING OF VACANCIES

- 3.1 The Department prohibits the use of any form of unfair discrimination, as provided for in Section 6(1) of the Employment Equity Act, which states that: "No person may unfairly discriminate, directly or indirectly, against an employee in an employment policy or practice, on one or more grounds including race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language and birth".
- 3.2 The Department emphasises that in the making of appointments and the filling of posts in the public service, due regard shall be given to equality and the other democratic values as well as principles enshrined in the Constitution of the Republic of South Africa.

4. PURPOSE OF THE CIRCULAR

- 4.1 This circular outlines the procedures to be followed by all schools for the:
- 4.1.1 implementation of the 2017 post establishment;
 - 4.1.2 grading of institutions; and
 - 4.1.3 placement of educators additional to the post establishment of institutions.
- 4.2 The filling of posts will be guided by the relevant circulars on the filling of posts, conversion of contract/ temporary educators to permanent status – (refer to relevant Circulars and Collective Agreements) and the placement of bursary graduates.

5 2017 POST ESTABLISHMENT AND GRADING OF INSTITUTIONS

- 5.1 GDE will issue new post establishments for Public Ordinary Schools, Public Special Schools and Chief/ Education Therapists which will become effective from 01 January 2017. These new post establishment will be based on the 2016 10th school day statistics, as well as on the 2015 annual survey statistics and will be valid for 2017. The procedure for implementation of the post establishment as set out in this circular will apply.
- 5.2 The implementation of the new Post Establishments may in some cases result in an increase in the number of posts allocated to a school, as compared to the post establishments currently in use. Such new posts on the new post establishments, as well as any other substantive posts that are not currently filled in a permanent capacity will be reserved for **utilisation** in a permanent capacity, as outlined in the procedures. This will include posts in which educator's transfer/retire/resign on or before 31 December 2016.
- 5.3 The target date for the **implementation** of the following categories of posts is 01 January 2017, through the:
- 5.3.1 deployment of any additional educators with concomitant competencies;
 - 5.3.2 conversion of qualifying contract/ temporary educators to permanent status – refer to PELRC Collective Agreement 1 of 2014 and GDE Circular 10 of 2014;
 - 5.3.3 placement of bursary graduates (Funza Lushaka, GDE and GCRA Bursary Holders) into growth posts and resultant vacant posts.
- 5.4 Details of all such vacant posts indicated in (5.2) above should be submitted to the Department on Form GDE 79 (Annexure C), for inclusion in a central database. Any vacant post that has not been identified by the school during this process, will be frozen by the District Director, and will therefore not be available for filling in a permanent, contract or temporary capacity for the duration of the 2017 academic year.

5.5 Any change in the grading of a school will be confirmed through a letter **to the affected schools** for the 2017 grading of schools, after the post establishment for Public Ordinary and Public Special Schools have been verified. The determination of school grading will be based on the **2016** post establishment. The up/down-grading of schools, including an adjustment of affected principals' salaries, will be effected from 01 January 2017.

5.6 **Position of a principal where a school is upgraded**

- a. If the permanent incumbent of a principal post of a school that has been upgraded, qualifies to be upgraded and the SGB recommends in writing that the person may be upgraded to the higher level, such appointment may be made by the Head of Department or delegated authority, after due consideration, without having to advertise the post. If the SGB does not make such a recommendation (in writing), the post must be advertised, in which case, the incumbent will be entitled to apply for the upgraded post and **he/she must be short-listed.**
- b. If such a principal's application for the appointment to the upgraded post is unsuccessful, he/she will be regarded as being in addition to the establishment, as a result of operational requirements and must be dealt with as any other educator declared in addition to the establishment.

5.7 **Position of a principal where a school is downgraded**

- a. A principal, whose post has been downgraded, will retain his/her salary position against the downgraded post for a reasonable period of up to a maximum of two (2) years. Such a principal will continue to receive any form of salary progression applicable at that stage, on condition that he/she continues to perform the functions of a principal at a satisfactory level.
- b. If circumstances warrant it, the HOD may extend this period. Circumstances that will determine what a reasonable period is, include the probability for the post to be upgraded to its original level in the near future, the personal circumstances of the incumbent and the availability of suitable posts to which the person can be transferred.
- c. The person in addition to the staff establishment may at any time, while occupying the downgraded post, exercise the option to be permanently appointed to the post concerned in which case his/her remuneration will be determined in the same manner as any other educator who voluntarily accepts a lower level/grade post. In such a case, the post does not need to be advertised, if it is in accordance with the recommendation of the SGB, subject to the approval of the Head of Department.

Principal Post	OSD Notch Codes	
	Min	Max
P1	108	186
P2	126	201
P3	144	215
P4	159	218
P5	180	221

6. N.B EXPIRY OF THE APPOINTMENT OF CONTRACT (TEMPORARY) EDUCATORS WHO ARE APPOINTED IN A CONTRACT/ TEMPORARY CAPACITY

- 6.1 This circular serves as an official notice that the services of all contract (temporary) educators as well as educators occupying growth posts, who did not qualify for conversion to permanent, as per conversion circular and collective agreements, will lapse on 31 December 2016 in all schools of Gauteng.
- 6.2 However, exceptions to this rule will only apply to educators who are appointed as substitutes, for educators where leave has been approved by the Department and where a specific end date has already been agreed upon.

7. 2016-2017 DEPLOYMENT OF ADDITIONAL EDUCATORS

The deployment of additional educators will be outlined in the following paragraphs in detail. Posts will be **utilised**, as set out in the Management Plan (see Annexure A).

7.1 Summarised schedule for the utilisation of vacant substantive educator posts (Post level 1)

DATE	ACTIVITY	RESPONSIBILITY
13– 20 October 2016	Identification of additional educators to vacancies prescided by a staff meeting	Cluster Leader/ IDSO Principals THRS: HR PROVISIONING
13 - 17 October 2016	Submission of a GDE 79 to the District Office – THRS: HR PROVISIONING	Principals
19 - 21 October 2016	Placement of educators additional to post establishment (District)	District Task Team including organized labour

- 7.2 Management plans related to the conversion of contract / temporary educators to permanent and the placement of Bursary Graduates (Funza Lushaka, GDE and GCRA) will be dealt with separately, as per paragraph (5.3) above.

8. PLACEMENT OF EDUCATORS ADDITIONAL TO 2017 POST ESTABLISHMENT

- 8.1 **Educators additional to the 2017 post establishment** are employees appointed in a permanent capacity that have been identified to be in oversupply at their present institution, as a result of **operational requirements**.
- 8.2 **The Post Establishment received in September 2016 for 2017** may in some cases result in an oversupply in the number of posts currently allocated to an institution due to a decline in learner numbers, or may be insufficient due to a substantial growth in learner numbers.
- 8.3 Educators who are appointed in a permanent capacity and who may be in oversupply at institutions as a result of the implementation of the new post establishment must be declared, in addition to the post establishment and be re-deployed/re-assigned with effect from **01 January 2017**.
- 8.4 These educators may, with the approval of all parties, be re-deployed in a permanent capacity to any vacant substantive post in the Department or be temporarily re-assigned for a stated period. Once an agreement for temporary placement is reached no party can renege on the agreement.
- 8.5 Permanently appointed educators must be declared in addition to the post establishment, in terms of the ELRC Collective Agreement 2 of 2003.
- 8.6 **Procedures for the identification of educators additional to the Post establishment**

The following procedure for the identification of serving educators in addition to the post establishment as a result of operational requirements shall be followed:

- 8.6.1 Operational requirements for schools are based on, but not limited to the following:
- a. change in learner enrolment;
 - b. curriculum changes within a specific school;
 - c. change to the grading of the specific school;
 - d. the closure or merger of schools where the correct procedures have been followed and gazetted, with the approval of the MEC. Adhoc arrangements by District Offices will not be recognised.
- 8.6.2 The Principal, after consulting with the educator staff of the school at a formal staff meeting, may recommend that educators who may be declared in addition, be absorbed in vacancies that exist or will exist in the near future (not longer than six months) at that school. Vacancies that will exist in the near future refers to vacancies as a result of educators, at a particular school, leaving as a result of retirement, boarding, resignation, promotions, and employer initiated discharges, where that date of discharge is known.
- 8.6.3 Minutes of such a staff meeting must be available on request by the District Office.

- 8.6.3.1 After considering (8.6.1) above, the **Cluster Leader/ IDSO, together with the Principal** shall identify the educators in addition to the post establishment, taking into account the following:
- a. the views of the educator staff of the institution, as expressed at a formal meeting convened by the Principal;
 - b. the needs of the institution, more particularly in relation to its specific curriculum obligations, the number of classes, the timetable and the allocation of learners to classes;
 - c. the Cluster Leader/ IDSO shall take into cognizance the fact that there is not necessarily a direct relation between the posts identified as in addition and an educator who will be declared in addition, as there may be more than one post with substantially the same duties attached to it.
 - d. if a decision has to be taken regarding two or more educators competing for the same post, the principle of "last in, first out" (LIFO) shall be applied. An educator's service period for the application of LIFO shall include all continuous service rendered at any public education institution.
- 8.6.5 **The Cluster Leader/ IDSO, together with principals** within the District shall determine the posts additional to the post establishment of the approved establishments, as well as the vacant posts as the case may be.
- 8.6.6 Prior to making a determination, the Cluster Leader/ IDSO must obtain all relevant information from the schools that fall within his/her jurisdiction.
- 8.6.7 **One representative per collective trade union party to the PELRC shall be invited by the District, to observe the rationalisation process.**
- 8.6.8 Prior to the meeting with other principals and the Cluster Leader/ IDSO, all principals must inform their respective staff in a staff meeting where minutes will be kept of the procedure for declaring educators in addition to post establishment, due to Operational Requirements and of the effect it will have on their respective post establishments. This information and relevant circulars must be accessible to all members of staff.
- 8.6.9 Contract (temporary) educators cannot, in principle, be considered additional to a post establishment.
- 8.6.10 **Permanent CS Educators may not be declared additional, in order that a contract (temporary) CS Educator may be absorbed in a permanent capacity.**
- 8.6.11 An educator who has been identified as in addition to the post establishment shall be informed, in writing by the District Office concerned after receipt of the signed profile form
- 8.6.12 Principals are to submit the names and profile forms (**See attached Annexure B: EXOP 1 Form**) of the additional educators to the relevant District Office, in line with the Management Plan. Additional educators should, as a first step, be placed permanently

[with **SGB approval**] or temporary [without **SGB approval**] for a period of 12 Months, into any substantive vacant posts, according to curricular needs.

8.6.13 Educators additional to the post establishment will be transferred, in terms of the provisions of existing legislation. It is in the interest of all educators additional to the post establishment to co-operate with all initiatives, to be placed successfully in vacant substantive posts.

8.6.14 Educators additional to the post establishment that are displaced due to operational requirements, should be utilised in the following **prioritised** manner:

- a. as a first step, the Department should try to accommodate additional educators suitably in other substantive vacant posts and **may hold the educator in the interim additional to the post establishment**. Efforts to accommodate the additional educator may include his or her permanent or temporary transfer in terms of Section 8 of the *Employment of Educators Act, 1998*, to an institution, office or pool of relief staff;
- b. in a subsequent process of advertising vacant posts in the Department, additional educators are strongly advised to apply for concomitant vacant posts and **must** be short-listed, in respect of posts for which they have applied and for which they qualify when those posts are advertised in an open vacancy list;
- c. educators declared as additional to the post establishment are expected to assist with their own placement by not refusing any reasonable offers for permanent or temporary placement made by SGBs and/or the Department.

8.6.15 Individual educators additional to the 2017 post establishment would in future not necessarily remain additional to the post establishment at their current institutions, but may be transferred to another institution within the same District or to a provincial list for re-deployment to schools in other Districts.

8.6.16 Permanently appointed educators who are in addition to the post establishment at a particular school and who have not been successfully placed in a new capacity will report to their current schools when schools re-open for educators in the 2017 academic year and to be gainfully employed, until successful re-deployment.

8.7. Placement of Educators additional to 2017 Post Establishment

8.7.1 Educators who have been declared additional to the previous post establishment and in accordance with previous processes, and who are still additional to the post establishment will be **returned** from their current institution (in the case where they were placed/temporarily assigned) to be part of the new rationalisation process. All educators will be dealt with in terms of the prevailing collective agreements of the ELRC, in line with the 2017 post establishment.

8.7.2 It is the District Director's responsibility to ensure that these educators are placed in vacancies in the 2017 post establishment, by way of matching and placing them in their

Districts or in other districts, through negotiations with that District via the provincial pool. Refer to **(8.6.14)** above.

- 8.7.3 It is critical that the documentation be completed within 5 days, to ensure that the payment of salaries from the correct pay point is done and that there is no problem with the payment of the January 2017 salary.

8.7.4 **The Responsibility of School Governing Bodies (SGBs)**

- a. SGBs are reminded of the Department's legal obligations, in securing the continuous employment of permanently employed personnel who have been displaced as a result of operational requirements. School Governing Bodies therefore, have a legal obligation to assist the Department in the permanent placement of personnel in posts additional to the post establishment employed in a permanent capacity, before securing the services of educators in a temporary capacity. **The SGB/Principals should not request the temporary filling of such vacant posts, where educators additional to 2017 post establishment are being considered for placement.**
- b. It is possible that posts may become vacant (e.g. due to attrition) after personnel who have been declared additional to the post establishment have already been re-deployed (on paper) to different schools, prior to them assuming duty in the new school. Such personnel may request the District Office, via the school principal to the THRS: HR PROVISIONING Unit, to cancel the planned re-deployment and to be re-absorbed at the current school. (Curriculum requirements should be taken into account.) This principle will not apply to schools where, after the 10th day statistics, they gain or qualify for a growth post. A school can request a District to withdraw the deployment of its educator. **No further requests for the reversal of re-deployment processes will be considered after June 2017.**
- c. These changes must be done in writing and the relevant District Director must be advised timeously, to ensure that salaries are paid at the correct paypoint.

8.8 **Procedure when placing Additional Educators**

- 8.8.1 GDE will publish a CLOSED Vacancy List for all educators declared in addition to the 2017 post establishment in their Districts as a first process. It is important to note that Districts are responsible for the placement of educators additional to the post establishment in their District and proper implementation of this circular.
- 8.8.2 Principals are required to submit the GDE 79 Forms (Annexure C: Notice of Vacancies Form), as per the Management Plan (Annexure B). **(No late submission will be accepted).** All vacant posts must be submitted, including where contract (temporary) educators are engaged. Where vacant posts are not submitted, the District will have the right to freeze these posts, for the full academic year of 2017 or redirect the post to other institutions and principals may be charged for non-compliance.

- 8.8.3 The educators declared additional to the post establishment will receive personalised choice forms and a closed vacancy list, to identify posts that match their qualification and/or experience.
- 8.8.4 Candidates must attach a letter (**Annexure B: FORM EXOP1**) confirming their status as educators additional to the post establishment)
- 8.8.5 A team consisting of District (THRS: HRP and relevant Cluster Leader/ IDSOs) will match the profiles and choices with post requirements in the closed vacancy list for placement purposes.
- 8.8.6 One member per collective trade union party to the PELRC shall be invited, to observe the placement process. The absence of union observers will not invalidate the process.
- 8.8.7 Successfully placed educators that were additional to the post establishment will be expected to assume duty on the 01 January 2017.
- 8.8.8 Unplaced additional educators will be placed by a team formed by the Provincial and District officials that will match the profiles with post requirements, in the closed vacancy list.
- 8.8.9 SGB's will receive notice of placement as per Section 6 (3) (a) of the Employment of Educators Act, 1998 and are required to confirm placement within a stipulated period to the **HOD** or delegated authority. The SGB's should provide substantial motivation for declining/refusing placements. The **HOD** or delegated authority will then release the final placement letter (permanent or temporary) to successful applicants.
- 8.8.10 Principals/SGB's must submit requests to the Transversal HR Unit, for the relocation of the re-deployed educator on PERSAL. Payment of salaries will be delayed if these documents are not received timeously by the District Office.

9. MANAGEMENT OF RESULTANT VACANCIES / VACANT POSTS

9.1. APPOINTMENT OF CONTRACT (TEMPORARY) EDUCATORS

- 9.1.1. All the remaining educator posts following the placement of educators additional to the 2017 Post Establishment, conversion of contract/ temporary educators to permanent status and the placement of Bursary Holders will then be available for appointment on probation. This will be available for new appointments in a contract (temporary) capacity for the contract period 01 January 2017 to 31 March 2017, thereafter until 31 December 2017.
- 9.1.2. Principals are required to submit the GDE 1 Forms (Annexure E), as per Management Plan. **Principals should ensure that the appointment of contract (temporary) educators – Bursary Holders is in line with the recruitment process (i.e. educators must meet curricular needs of the school and requirements of the Employment of Educators Act, 1998).**

- 9.1.3. Successful temporary appointed educators will assume duty on 01 January 2017 in a fixed contract (temporary) appointment for the duration of three months, until 31 March 2017. The contracts of these temporary educators may be renewed or terminated, depending on whether there is a placement of a permanent additional educator or a bursary graduate.
- 9.1.4. All posts that are not currently filled in a permanent capacity will be reserved for filling in a permanent capacity, in line with the outlined procedures. The target date for filling of substantive posts in a permanent capacity where learner numbers have not declined after the 10th day head count will be 1 January 2017, through the placement of educators additional to the post establishment, conversion of contract/ temporary educators to permanent status and placement of Bursary Graduates (Funza Lushaka, GDE and GCRA).
- 9.1.5. The following documents should be submitted for each recommendation, for appointment in a contract (temporary) capacity:
- i. Letter from the school, outlining reason for vacancy in the new academic year;
 - ii. Notice of Temporary Appointment – GDE 1 (Annexure E);
 - iii. Certified copies of qualifications, not older than six months;
 - iv. Certified copies of certificate of registration (or preliminary registration) with SACE (HPCSA for Therapists), not older than six months;
 - v. Certified copy of Identity Document, not older than six months;
 - vi. Any special motivation deemed to be necessary;
 - vii. Bank Form F1030, with the bank account number – a letter where the bank confirms the bank account number or a bank printout of the account number, attesting to an active banking account (obtainable from Transversal HR Services Unit of the District Office);
 - viii. Any other relevant document (specifically for the appointment of foreign educators or educators that took the VSP or retired early and has been granted permission for re-employment by the HOD).
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- 9.1.6. Principals of schools may only recommend appointments to be made into existing vacant substantive posts (as appearing on the approved post establishment, less any re-allocated posts).
- 9.1.7. Assumption of duty may only take place subject to verification of the following by the District THRS:
- a. that such post exists on the approved post establishment of the school;
 - b. that such post is indeed vacant; and
 - c. that no educator is additional to the post establishment.
- 9.1.8. **No assumption of duty is to occur, prior to written approval of the District Director.**
- 9.1.9. Principals of schools (and District Offices) will be held liable for any **late submission of complete sets of appointment documents**. Late submission of appointment documents will inevitably **result in the late-payment of salaries and benefits**.

9.1.10 In cases where contract (temporary) appointed educators are not gainfully employed, within their current post, the District Director may decide to relocate such temporarily appointed educators, with immediate effect until the end of December 2017. Such educators will be relocated to different schools, where an urgent need for their services has been identified and the current post at the school where the educator is appointed will be abolished.

9.1.11 All contract (temporary) educators (who terminate on the 31 December 2016 and are not re- appointed) should submit their profile forms to the different Districts, by the close of the academic year. Re-appointment is not guaranteed. The onus lies on the individual educator to seek employment, if not approached by January 2017.

9.1.12 New schools will firstly be staffed with educators additional to the post establishment from other schools and Bursary Graduates. Appointment of contract (temporary) educators will only be permitted after exhausting the list of educators additional to the post establishment from other schools and Bursary Graduates.

9.2. ADVERTISEMENT OF RESULTANT CS PROMOTIONAL POSTS.

9.2.1. GDE will publish an OPEN Vacancy List for all promotional vacant posts for educators in line with the 2017 post establishment and the management plan. It is important to note that Districts are responsible for the population of the database before submitting to HO: Recruitment and Selection Directorate.

9.2.2 Principals are required to submit the GDE 79 Forms (Annexure C: Notice of Vacancies Form), as per the Management Plan (Annexure B). **(No late submission will be accepted). All vacant posts must be submitted, including where contract (temporary) educators are engaged against the promotional post.**

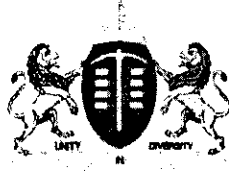
9.2.3. Where vacant posts are not submitted, the District **will have the right to freeze these posts, for the full academic year of 2017** or redirect the post to other institutions and principals may be charged for non-compliance.

10. MANAGEMENT PLAN

10.1 The **Management Plan from September 2016 to April 2017** for the placement of educators additional to post establishments is attached as Annexure A.

SIGNED: 
HEAD OF DEPARTMENT

DATE: 23/9/2016



GAUTENG PROVINCE

REPUBLIC OF SOUTH AFRICA

ANNEXURE A: CS MANAGEMENT PLAN SEPTEMBER 2016 TO APRIL 2017

No	FINAL DATE	ACTION	RESPONSIBILITY
IMPLEMENTATION OF 2017 POST PROVISIONING			
1	15 August – 19 September 2016	Post Provisioning/Grading of schools consultation with stakeholders (draft circular) (Organised Labour)	R & S
		Ratification of 2017 post establishment and grading of institution	PELRC: SPECIAL CHAMBER
		Ratification of circulars on filling of posts in institutions	PELRC: CHAMBER
2	22 September 2016	Approval of circular and 2017 post provisioning, 2017 Grading	HOD MEC
3	23 September 2016	Meeting with Districts THRS: HRP officials. to issue Post Establishment Circular (venue to be confirmed)	R & S OD
4	26 September 2016	District meeting with School Principals and Distribution of Circular on Post Establishment to schools	CLUSTER LEADER/ IDSO THRS: HRP
5	13– 20 October 2016	Identification of Educators Additional to 2017 Post establishment	CLUSTER LEADER/ IDSO PRINCIPALS THRS: HRP
6	13 - 17 October 2016	Principals submit a GDE 79 for vacant substantive posts (PL 1 - 4) to the District Director, via THRS: HRP. Posts not submitted <i>will be frozen, as per paragraph 5.2 of this circular. GDE 79 to include all retirements, resignations by 31 December 2016 and Foreign Nationals Appointments in vacant substantive posts.</i>	PRINCIPAL CLUSTER LEADER/ IDSO THRS: HRP
7	17 - 18 October 2016	Capturing of GDE 79 for the vacant substantive posts (PL 1 - 4) and database of additional educators	THRS: HRP
8	19 - 21 October 2016	Matching and placement of additional educators into vacant posts – (First round)	THRS: HRP CLUSTER LEADER/ IDSO
9	21 October 2016	District Office submit resultant GDE 79 (electronic spreadsheet of vacancies) and an electronic list of profiled Unplaced Additional Educators to R&S for the CLOSED VACANCY LIST	THRS: HRP
10	24 - 25 October 2016	Compilation of CLOSED VACANCY LIST and & Choice Forms, for Unplaced Additional Educators	R & S
11	26 - 27 October 2016	Printing of CLOSED VACANCY LIST and Choice Forms (Districts collect closed vacancy list and Choice Forms on the 28 October 2016)	R & S

12	24 - 28 October 2016	Waiting period of Grievances on Rationalisation Process	DDM
13	01 - 02 November 2016	Convening of the Grievance Committee on Rationalisation Process (Number 06 above). Outcome to be communicated by 03 November 2016	DDM
14	02 November 2016	THRS: HRP distribute Choice Forms, Closed Vacancy List, List of Unplaced Educators additional to Post Establishment (preferably to use one venue, to guide educators in their application)	DISTRICT TASK TEAM (organised labour invited to observe the process)
15	04 November 2016	Closing date for CHOICE FORMS and submission to THRS: HRP. <u>Educators who do not apply will jeopardise their prospects of further employment</u>	EDUCATORS ADDITIONAL TO 2017 POST ESTABLISHMENT PRINCIPALS CLUSTER LEADER/ IDSO
16	07 November 2016	Submission of CHOICE FORMS of Unplaced Additional Educators to Staff Movement	THRS: HRP
17	08 - 09 November 2016	Matching and placement of additional educators into vacant posts – second round (provincial placement)	THRS: HRP CLUSTER LEADER/ IDSO (organised labour invited to observe the process)
18	10 - 11 November 2016	Preparation of SGB Letters for additional educators	R & S
19	11 - 15 November 2016	Districts collect SGB Letters from the HO	THRS: HRP
20	15 - 18 November 2016	SGBs consider placement of additional educators and respond to the District Office	SGB PRINCIPAL CLUSTER LEADER/ IDSO
21	15 November 2016	Schools make requests to the District Director for emergency growth posts, based on the 2016 Learner admission statistics and Principals submit GDE 79 separately, for emergency growth posts to the District Director via THRS: HRP – Profiled posts to be submitted, in terms of Curriculum Requirements	CLUSTER LEADER/ IDSO PRINCIPALS THRS: HRP
22	15 - 16 November 2016	District approves or declines schools' request for additional posts based on Learner admission statistics and growth post policy (including re-assignment) in writing	DISTRICT DIRECTOR DD:THRS
23	18 November 2016	Placement letters issued to successfully placed additional educators	PRINCIPAL/ SGB
25	18 November 2016	Written notice given to all educators Additional to the 2016 post establishment, with effect from 01 January 2016 who were not successfully placed	CLUSTER LEADER/ IDSO PRINCIPALS THRS: HRP
26	21 - 30 November 2016	Additional Posts are created on and additional educators are moved with effect from 01 January 2017	THRS

27	21 - 30 November 2016	Principals informed of school grading	Principal THRS: HRP OD
28	01 December 2016	Submission of a GDE 1 for 01 January 2017 to 31 March 2017 (extensions and new appointments, where no placements have occurred)	PRINCIPAL SGB
29	02 December 2016	District Submit profiles of all unplaced additional educators to Staff Movement	THRS: HRP
30	05 - 09 December 2016	Processing of a GDE 1 - extensions and new appointments, where no placements have occurred	DD: THRS
31	01 January 2017	Assumption of duty of placed additional educators, (Educators report to the new school on the 13th of January 2017)	AFFECTED EDUCATORS
32	16 - 17 January 2017	OD provide Districts with Growth Post database and training to capture data	OD
33	18 - 19 January 2017	Districts consolidate allocated posts with 2016 10 th day head count	DD:THRS CIRCUIT MANAGER THRS: HRP
34	20 January 2017	Districts to submit collated data per school to OD indicating re-assignment of posts, in line with growth posts policy (using OD database)	THRS: HRP
35	27 January 2017	Final allocation per school is approved by the HOD	OD
36	01 February 2017	Collection of documentation by DO: THRS: HRP	OD
37	02 February 2017	Distribution of documentation to institutions (allocation of growth posts)	THRS: HRP



ANNEXURE B:

Form EXOP 1

ENQUIRIES DO THRS HR PROVISIONING

Persal No: _____

School: _____

Date: _____

District: _____

REF No: _____

(Ref No. format: district year and Unique no e.g. SE17AD001)

Dear Sir/Madam

IDENTIFICATION OF PERMANENTLY APPOINTED EDUCATORS AS BEING ADDITIONAL TO THE 2017 POST ESTABLISHMENT DUE TO OPERATIONAL REQUIREMENTS

1. Please be informed that in terms of the attached Circular, you have been identified as being additional to the 2017 post establishment at your present institution due to Operational Requirements/LIFO (Please refer to Section 8 of the 2016 Post Establishment Circular).
2. The Gauteng Department of Education will endeavour to secure your continuous employment and your co-operation in achieving this goal which is very important. Offers of placement in a permanent or temporary capacity will be made to you for consideration. (If temporary, it will be for 12 months). You are thus urged not to refuse reasonable offers of placement.
3. You are also required/advised to apply for any vacancies, as advertised in the vacancy lists (open or closed) and the matter of relocation costs will be dealt with, in line with **GDE Relocation Policy**.
4. The Normal grievance procedures, as stipulated in the above-mentioned circular will be applicable. Grievances should be lodged within Five (5) days of receipt of this letter. Only grievances pertaining to the procedures that were followed will be entertained.
5. The Department is aware of the fact that you have contributed meaningfully to education and are still able to do so. Your placement into a suitable position takes high priority and your co-operation in this regard will be appreciated.

Yours faithfully

DISTRICT DIRECTOR

DATE:

(Acknowledgement of receipt)

Print Name: _____

Signature: _____

Date: _____

[Only applicable to educators currently appointed in permanent capacity]



GDE 79: NOTICE OF VACANCIES

Annexure C

This form gathers information on the requirements of vacant educator posts identified in Schools. It must be completed by the School Principal/Cluster Leader/ IDSO (in case of a principal post), and countersigned by the District Director.

A: GENERAL INFORMATION							
Institution Pay point number:						9	
Institution EMIS number:							
School Name							
B: SCHOOL DETAILS - The following information is required for cross-checking against provincial database							
Institution level (✓):		Primary		Combined		Secondary	
School type (✓):		Ordinary		LSEN			
Quintile			School Fee Status		Non Paying		Paying
Existing Grading (e.g. P1, P2):				Learner No. (2016 head count):			
Main LOLT at school:							
Postal address:				Physical address:			
Postal code:							
Telephone number (include area code):							
Fax number (include area code):							
C: REQUIREMENTS FOR VACANT POSTS							
Post Type e.g.: HOD	Post level e.g.: PL1	Phase Description e.g. Foundation phase	Learning area	Grade 1 - 3	Grade 4 - 7	Grade 8 - 9	Grade 10 - 12
Principal & Deputy Principal additional requirement is "Leadership, Administration and Management skills related to the specific school type" (No extra mural activities to be added as additional requirements)							
Additional Requirements (200 Characters):							
Additional Requirements (200 Characters):							
Additional Requirements (200 Characters):							
C. DECLARATION ²							
We, the undersigned, hereby declare that the number of posts for which requirements have been provided above, corresponds with the official number of vacant posts specified by the post establishment for the school.							
		Print name		Date		Signature	
Principal							
Cluster Leader / IDSO							
District Director							

¹ Gauteng Reference Number (EMIS NUMBER), as indicated on the Annual Survey and 10th Day Head Count Survey must be inserted

² Declaration must be signed by all the delegated authority to be deemed legal and complete



ANNEXURE D: HR TERMINATIONS

TERMINATION OF SERVICE

A: PERSONAL INFORMATION		Initials								
Surname: _____		_____								
Department: _____	Education _____									
Tax Number: _____										
Persal Number: _____		Identity Number: _____								
Postal Address: _____		Residential Address: _____								
Code _____		Code _____								
Telephone Number: (_____) _____										
Cell Number: _____										
REASON FOR TERMINATION (Mark the appropriate box with an "X")										
<input type="checkbox"/> Resignation	<input type="checkbox"/> Expiry of Contract	<input type="checkbox"/> Retirement								
<input type="checkbox"/> Medical Retirement (Poor Health)	<input type="checkbox"/> Re-organisation	<input type="checkbox"/> Misconduct								
<input type="checkbox"/> Death	<input type="checkbox"/> Other (Specify) _____									
SERVICE TERMINATION DATE										
<table border="1" style="margin: auto;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%; text-align: center;">Year</td> <td style="width: 20%; text-align: center;">Month</td> <td style="width: 20%; text-align: center;">Day</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table>				Year	Month	Day				
	Year	Month	Day							
Signed by Applicant/ On Behalf of Applicant		Approved by Supervisor/ Head of Division								
Signature _____	Date: _____	Signature _____								
Date: _____	Date: _____	Date: _____								
Captured By: _____		Date Captured: _____								
Approved by: _____		Date Approved: _____								



**ANNEXURE F:
DEFINITIONS & ACRONYMS**

TERMS	EXPLANATION
Additional to post establishment	Educators who are declared over and above the approved post establishment (excess)
Closed vacancy list	List of vacancies for specific applicants (e.g. educators additional to the post establishment and Bursary Graduates (Funza Lushaka, GDE and GCRA))
Concomitant post	Post that are equal, in terms of curriculum/operational requirements
Downgrading	A school is downgraded if for two consecutive years, the educator post allocation to the school drops to or below the number of posts that will affect such downgrading
Emergency posts	Growth posts created as a result of the increase in learner numbers, at the beginning of the year
Funza Lushaka Bursary Holders	The Department of Education has established the Funza Lushaka Bursary Programme to attract able and committed men and women into teaching, by providing them with a full-cost bursary, to enable them to qualify as teachers in priority areas of learning. In return, recipients will be required to seek employment with a provincial education department and teach in public schools, thereby repaying the nation in service, for the benefit of their higher education
GDE Provincial Bursary Holders	Provincial bursary issued to students by the Performance Management Development (PMD) Directorate or the Gauteng City Region Academy (GCRA) of the Gauteng Department of Education
Growth post	Post additional to normal allocated pool and which are used to address learner growth after 10th day headcount. These temporary post are applied for by the school, based on increased learner numbers
Open vacancy list	List of vacancies, open for public access
Permanent post	Post filled permanently
Post establishment	Official document indication number of posts allocated to a school
School grading	Is a process done, in accordance with the number of educator posts allocated to a school in terms of National Post Provisioning Norms (excluding growth, redress, aid posts)
Substantive post	Approved budgeted post allocated to a school, in line with post provisioning norms
Temporary post	Post not permanently filled. This post may be occupied by an educator on a contract basis for a fixed period, until the post is filled permanently
Upgrading	A school is upgraded to a higher grading level if, for two consecutive years, the educator post allocation to the school reaches or exceeds the number of posts required for the upgrading of the school
Vacant post	Post not filled
Concomitant	In relation with the existing requirements
Attrition	Reduction of staff due to retirement/resignation etc

ACRONYMS	DEFINITIONS
DD	Deputy Director
DDM	Discipline and Dispute Management
DO	District Office
EAC	Expiry of the Appointment Contract
EXOP	Identification of additional Educators form.
HO	Head Office
HOD	Head of Department
HR	Human Resource
MEC	Member of the Executive Council
OD	Organisational Development
PE	Post Establishment
PELRC	Provincial Education Labour Relations Council
R&S	Recruitment and Selection
SACE	South African Council of Educators
SGB	School Governing Body
THRS	Transversal Human Resource Services
HRP	Human Resource Provisioning
VSP	Voluntary Severance Package