



AAN / TO: SAOU WERKPLEKVERTEENWOORDIGERS / SAOU SHOP STEWARDS

AANDAG: ATTENTION: ALLE SAOU LEDE / ALL SAOU MEMBERS

Nuusbrief 4 van 2019 / Newsletter 4 of 2019

WERWINGSVERGOEDING:

Die SAOU vergoed alle werwers van nuwe lede met 'n bedrag van **R200** per lid.

Op die SAOU-lidmaatskap aansoekvorm is daar ruimte waar die werwer se inligting ingevul moet word.

ENIGE SAOU-lid kan lede werf. Dit is dus moontlik dat die werwer van 'n SAOU-lid nie noodwendig die SAOU-skoolverteenvoorder is of hoef te wees nie. Hierdie werwingsvergoeding word slegs betaal, indien:

- die lid wat gewerf is se ledegeld vir ten minste **3 maande** ontvang word deur die SAOU; en
- die SAOU in besit is van die voltooide vorm met u inligting wat benodig word vir die uitreiking van 'n IT3-vorm.

Die SAOU sal met die werwer kommunikeer sodra daar aan bogenoemde vereistes voldoen word. Aangeheg vind asb die vorm wat deur die werwer van nuwe lede voltooi moet word, ten einde die **IT3** te kan uitreik.

Die SAOU moet **skriftelik** in kennis gestel word indien u nie die werwingsvergoeding wil ontvang nie. U naam sal dan van die werwerlys verwyder word.

Volg die skakel om SAOU Lidmaatskap aansoekvorms direk vanaf SAOU se webwerf af te laai:

<http://www.saou.co.za/saou-join-us/>

RECRUITERS' REWARD:

The SAOU rewards the recruiters of new members with an incentive of **R200** per new member.

The appropriate section of the SAOU membership application form requesting the details of the recruiter, must be completed.

ANY member of SAOU can recruit other members. The recruiter is therefore not always the SAOU School Representative. The recruiter will only receive payment if:

- the SAOU has received the recruited member's fee for at least **3 months**; and
- the SAOU is in possession of the attached form with your information to complete an IT3.

The SAOU will communicate with the recruiters when payment is due. Attached is the form to be completed if you have recruited new members for the SAOU in order to issue an **IT3**.

The SAOU must be informed in **writing** if you do not want to receive the recruiting reward. Your name will then be removed from the recruitment list.

Follow the link to download SAOU Membership application forms directly from our website:

<http://www.saou.co.za/saou-join-us/>

Aanstelling van tydelike opvoeders:

Die onderstaande inligting kan aan die SAOU deurgegee word sodat bepaal kan word hoeveel tydelike onderwysers is nog nie aangestel nie.

Naam, van, skool, persalnommer/ID nommer, tipe pos (bv. vakant of plaasvervanger). Heg aanstelbrief aan indien reeds ontvang.

Appointment of temporary educators:

The information below can be forwarded to SAOU to determine how many educators were not appointed yet.

Name, surname, school, persal number/ID number, type of post (e.g. vacant or substantive). Attach the appointment letter, if received.

Erkenning van diens by hertoetrede:

Daar is op 25 September 2018 'n nuwe resoluëie rakende dienserkenning van toepassing t.o.v. opvoeders wat **bedank of aftree** en weer terug wil kom in departementele diens. Dié resoluëie (**2 van 2018**) het veral 'n groot impak op opvoeders wat baie jare diens het. Bestudeer die aangehegte resoluëie om op hoogte te wees van hierdie verlaagde salarisse.

Recogniton of service at re-appointment:

A new resolution regarding recognition of service was implemented on 25 September 2018. This resolution has a huge impact on educators who **resign or retire** and wish to be re-appointed again, especially for educators who has many years of service. Study the resolution (**2 of 2018**) to ensure you are informed about the lowering in salaries.

SARO "SACE" INLIGTING:

Die SAOU Vrystaat het op 25 Januarie 2019 'n SARO vergadering bygewoon.

Belangrike inligting word hieronder weergegee:

SARO registrasie:

Voorlopige SARO registrasie briewe (vir aanstelling doeleindes) sal uitgereik word op grond van 'n akademiese rekord wat verklaar dat die kwalifikasie op 'n sekere datum voltooi is en die datum van die gradeplegtigheid gemeld word. Studente wat afstudeer moet dus hierdie voorlopige registrasie bekom om in te dien by die skool.

Na die gradeplegtigheid moet die sertifikaat by SARO ingedien word ter verkryging van 'n SARO sertifikaat.

Kwalifikasie oudit:

SARO beplan om 'n kwalifikasie oudit te doen in skole ten einde te bepaal watter onderwysers nog ongekwalifiseerd is. Skoolhoofde kan seker maak dat alle kwalifikasies, tesame met die akademiese rekords (alles gesertifiseerd) in die opvoeder se persoonlike lêer in die kantoor geplaas word, sowel as in die opvoeder se persoonlike lêer in die klas. Indien 'n evaluëing van kwalifikasies voorheen gedoen is, kan dié brief ook in die lêers geplaas word vir maklike verwysing.

SACE INFORMATION:

SAOU attended a SACE meeting on 25 January 2019.

Find important information below.

SACE registration:

A provisional SACE registration letter (for appointment purposes) will be issued on submission of an academic record stating the date of completion of the qualification and date of graduation ceremony. Students must obtain this provisional letter and submit it to the school.

After the graduation ceremony the certificate should be submitted to SACE to receive a SACE certificate.

Qualification audit:

SACE is planning a qualification audit in schools to determine which educators are still unqualified. Principals can collect all qualifications, together with the academic records (all certified) in the educator's personal file in the office, as well as in the educator's personal file in the class.

If an evaluation of qualifications were done previously, this letter can be included in the file for easy reference.

Erkenning van kwalifikasies:

Nuwe toetreders: Nuwe toetreders moet onthou om hul kwalifikasie sertifikaat by die departement in te dien sodra die gradeplegtigheid afgehandel is.

Enige opvoeder wat nog nie hul kwalifikasie sertifikate ingedien het by die departement nie, word versoek om dit dringend te doen.

“CPTD” inligting:

Die CPTD afdeling beplan om in 2019 die onderstaande te doen:

- Identifisering van 'n leier vir CPTD in elke skool
- Bemagtiging van the bestuurspan van die skool
- Aanstelling en opleiding van SARO hulpbron persone
- Heropleiding van vakadviseurs en kringbestuurders

Recognition of qualifications:

New entrants: New entrants must remember to submit their qualification certificate to the department as soon as the graduation ceremony has taken place.

Any educator who did not submit their qualification certificate, are requested to urgently submit the certificate.

CPTD information:

The CPTD section is planning the following in 2019:

- Identification of a lead person for CPTD in each school
- Capacitating the SMT of the school
- Appointment and training of SACE resource persons
- Re-training of subject advisors and circuit managers

Announcement: Registration

From the 1st January 2019, everyone applying for registration, including updates/renewals must submit a South African Police Clearance Certificate from the SAPS not older than six months at the time of submission, irrespective of the Country of origin. (This does not apply for those that are currently fully registered and have lost their SACE certificates and are applying for a duplicate SACE certificate.)



SOUTH AFRICAN POLICE SERVICE
Department of Police



POLISIEKLARING – SARO:

Met ingang van **1 Januarie 2019** moet alle opvoeders wat by SARO wil registreer (nuwe registrasies of her-registrasies) 'n polisieklaring, nie ouer as ses maande nie, indien as deel van die aansoek om registrasie by SARO.

Indien u slegs 'n verlore sertifikaat wil vervang en steeds by SARO geregistreer is, sal dit nie nodig wees nie. Die klaringsertifikaat is slegs verpligtend ten opsigte van nuwe registrasies.

POLICE CLEARANCE – SACE:

As of **1 January 2019**, all applicants seeking SACE Registration, inclusive of SACE Registration Updates and Extensions, irrespective of country of origin, must submit an original Police Clearance Certificate from the South African Police Services (SAPS), not older than six months.

Should you only wish to replace a lost certificate and you are still registered with SACE, this clearance will not be required. The police clearance certificate is required only for new registrations.

'n Polisieklaringertifikaat is 'n amptelike dokument waarin aangedui word of daar enige kriminele oortredings teen enige persoon aangeteken is. Die uitreiking van 'n polisieklaringertifikaat is die uitsluitlike verantwoordelikheid van die SAPD se Strafrekord- en Misdaadtoneelbestuur (CR & CSM).

1. Proses:

- Besoek jou naaste polisiestrasie waar jy vra om aansoek te doen vir 'n polisieklaring. Daar sal 'n volledige stel vingerafdrukke geneem word en op 'n SAPS 91 (a) vorm voorsien word.

Die volgende inligting is nodig om die vorm te voltooi:

- Volle name en van
- Geboortedatum
- Plek van geboorte
- Identiteitsnommer
- Kontaknommer (selfoon)
- Handig saam met jou aansoek in: 'n afskrif van jou ID-dokument of paspoort en bewys van betaling.
- Onthou om jou ID-dokument saam te neem om jou identiteit te bevestig.
- Die applikant moet 'n volledige stel vingerafdrukke op 'n SAPS 91 (a) vorm voorsien. Die vingerafdrukke sal by die polisiestrasie geneem word en tesame met die voltooide vorm, afskrif van ID en bewys van betaling aan die SAPD se Strafrekord- en Misdaadtoneelbestuur (CR & CSM) in Pretoria gestuur word.
- Suid-Afrikaners wat nie tans in Suid-Afrika woon nie, mag by enige polisiestrasie in die land waar u tans woon of by die Suid-Afrikaanse Ambassade aansoek doen. Die aansoek moet vergesel word van 'n volledige stel vingerafdrukke, 'n gesertifiseerde afskrif van ID-dokument of paspoort en, indien van toepassing, 'n bewys van nooiens- of ander van.
- Indien 'n applikant 'n selfoonnommer (SA alleenlik) voorsien op die aansoek om polisieklaring, sal u deur middel van 'n sms in kennis gestel word wanneer die aansoek ontvang is en die verwysingsnommer wat aan dié applikant toegewys is. By voltooiing van die aansoek sal 'n opvolg sms gestuur word.

A police clearance certificate is an official document stating whether or not any criminal convictions have been recorded against any person. The issuing of a police clearance certificate is the sole responsibility of the SAPS Criminal Record and Crime Scene Management (CR & CSM).

1. Process:

- The applicant must provide a full set of his/her fingerprints on a SAPS 91 (a) form. The fingerprints will be taken at the nearest police station.

The following information must be recorded on the fingerprint form:

- Applicant's full name and surname,
- Date of birth,
- Place of birth and
- Identity number (if applicable) and
- Contact number (mobile number)
- A copy of the applicant's identity document/passport and proof of payment must accompany the application. The applicant must present their identity document at the police station, as proof of identity. This is required.
- All the documents will be sent to the SAPS Criminal Record and Crime Scene Management (CR & CSM) in Pretoria by the police station.
- South African citizens living outside the RSA, may apply at any police station in the country in which they reside or at the South African Embassy. The application must be accompanied by a complete set of fingerprints, a certified copy of the applicant's identity document or passport and if applicable, documentary proof of maiden or other surname.
- If the applicant provides his/her cell number (currently only in South Africa) on the application for a police clearance certificate, he/she will be provided with an sms indicating that the application was received and the reference number that was allocated to his/her certificate. A follow-up sms will be sent upon completion of the application.
- By using the reference number provided, the applicant can establish the progress on the status of the application by enquiring on the SAPS's website

- Die verwysingsnommer kan dan gebruik word om die vordering van die aansoek te monitor op die SAPS se webwerf:

<https://www.saps.gov.za/services/certificate.php>

- Die polisieklaringertifikaat sal teruggestuur word aan die polisiestatie waar die aansoek ingedien is. Die applikant moet dit dan self afhaal by die polisiestatie waar die oorspronklike ID-dokument getoon moet word as bewys van indentifikasie.

2. Koste: R114-00

Besoek die SAPS webwerf vir meer inligting oor hoe om te betaal.

https://www.saps.gov.za/services/applying_clearance_certificate.php

Dienslewering:

Die gemiddelde tyd wat dit neem om hierdie diens te lewer, is ongeveer 15 dae vanaf die dag wat die voltooië aansoek deur die CR&CSM ontvang is. Vir meer inligting besoek die volgende webwerf:

https://www.saps.gov.za/services/applying_clearance_certificate.php

Daar is ook die volgende maatskappy wat teen 'n fooi die aansoek namens u hanteer (hierdie opsie word baie keer gevolg deur opvoeders wat tans in die buiteland is)

- **Visa Logistics:**

<http://www.visalogistics.co.za/police-clearance-certificates/>

- **Doc Assist:**

<http://www.docassist.co.za/police-clearances/>

<https://www.saps.gov.za/services/certificate.php>

- The completed police clearance certificate will be returned to the local police station where the application was submitted. The applicant can collect it from the local police station. Upon collection of the police clearance certificate, the applicant must present the original identity document or passport as confirmation of the identity.

2. Cost: R114-00

Visit the SAPS website for more information on how to make payment:

https://www.saps.gov.za/services/applying_clearance_certificate.php

Service standard:

The average time to render this service, will be approximately 15 working days from the day that the completed application is received at Criminal Record and Crime Scene Management until the clearance certificate is issued. Visit the SAPS website for more information:

https://www.saps.gov.za/services/applying_clearance_certificate.php

The following companies can be used to apply on your behalf (an option often followed by educators who are currently abroad):

- **Visa Logistics:**

<http://www.visalogistics.co.za/police-clearance-certificates/>

- **Doc Assist:**

<http://www.docassist.co.za/police-clearances/>



SAOU
Suid-Afrikaanse Onderwysersunie
South African Teachers' Union



BELANGRIKE INLIGTING: ONTVANGER VAN INKOMSTE / IMPORTANT INFORMATION: RECEIVER OF REVENUE

Ten einde 'n IT3 aan u uit te reik, soos vereis deur die Ontvanger van Inkomste, word u vriendelik versoek om die volgende inligting te verskaf en so spoedig moontlik aan SAOU Vrystaat terug te stuur. **LET WEL: Hierdie is nie 'n aansoek om lidmaatskap nie.**

In order to issue an IT3, as requested by the Receiver of Revenue, your are kindly requested to complete the following by providing the necessary information as soon as possible to the SAOU Free State. **PLEASE NOTE: This is not an application form for membership.**

Van: Surname:													
Eerste twee name: First two names:													
Voorletter: Initials:													
Identiteitsnommer: Identity number:													
PERSAL Nommer: PERSAL Number:													
Epos Adres: Email Address:													
Woonadres: Residential Address:													
Poskode: Postal Code:													
Posadres: Postal Address:													
Poskode: Postal Code:													
Werksadres: Work Address:													
Poskode: Postal Code:													
Telefoonnommer (huis) Telephone Number (home)													
Telefoonnommer (werk) Telephone Number (work)													
Faksnommer (werk) Fax Number (work)													
Selfoonnommer: Cell Phone Number:													
Bank:													
Naam van tak: Name of branch:													
Takkode van bank: Branch code of bank:													
Bankrekeningnommer: Bank Account Number:													
Tipe Rekening / Account type:	Tjek Current		Spaar Savings		Transmissie Transmission		Verband Bond						
Inkomstebelasting nommer: Tax reference number:													
Inkomstebelasting Kantoor: Income Tax Office:													

Stuur terug na / Return to: Faks/Fax: 051-430 1564 of /or E-pos/E-mail: RianeM@saou.co.za

EDUCATION LABOUR RELATIONS COUNCIL
Established in terms of the LRA of 1995 as amended



COLLECTIVE AGREEMENT 2 OF 2018

25 SEPTEMBER 2018

**AMENDMENTS TO PARAGRAPH B 8.5.2 & B 8.5.3
OF THE PERSONNEL ADMINISTRATIVE
MEASURES**

H.M. My

EDUCATION LABOUR RELATIONS COUNCIL**COLLECTIVE AGREEMENT 2 OF 2018****AMENDMENTS TO PARAGRAPH B 8.5.2 & B 8.5.3 OF THE PERSONNEL ADMINISTRATIVE MEASURES****1. PURPOSE OF THIS AGREEMENT**

The purpose of this agreement is to amend and repeal respectively measures regarding the reappointment of educators after a break in service contained in Paragraph B 8.5.2 & B 8.5.3 of Chapter B of the Personnel Administrative Measures.

2. SCOPE OF THIS AGREEMENT

This agreement applies to and binds:

- 2.1 The Employer, as defined in the Employment of Educators Act 76 of 1998 as amended;
- 2.2 The Trade Unions in the Education Sector; and
- 2.3 All employees of the employer as defined in the Employment of Educators Act 76 of 1998, whether such employees are members of trade union parties to this agreement or not.

3. THE PARTIES TO COUNCIL NOTE AS FOLLOWS:

- 3.1 Education Labour Relations Council Resolution No. 6 of 1996: Residual Issues Emanating from Resolution No 3 of 1996 (Paragraph 6 of Annexure A).
- 3.2 Education Labour Relations Council Resolution No 7 of 2001: New Leave Measures for Educators and Provision for the Remuneration of Educators who Perform Child Care Duties during Periods of Leave.
- 3.3 Lack of knowledge fueled by rumours and a distrust of the pension laws reforms led to a spike in the number of teachers and public servants resigning to access their pensions and immediately thereafter seek to re-enter the profession. This has resulted in instability and threatened the commitment of Provincial Departments of Education (PEDs) to ensure that there is a right teacher, at the right time, in the right class teaching effectively.

4. THE PARTIES TO COUNCIL THEREFORE AGREE AS FOLLOWS:

4.1 To request the Minister of Education to amend Paragraph B 8.5.2 & B 8.5.3 of Chapter B of the Personnel Administrative Measures in accordance with the attached document (Annexure A).

5. DATE OF IMPLEMENTATION


This agreement shall, in respect of parties and non-parties, come into effect on the date it is signed in Council.

6. DISPUTE RESOLUTION

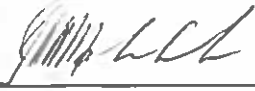
Any dispute arising from the application or interpretation of this collective agreement shall be referred to the *Council* for resolution in terms of its dispute resolution procedures.

THUS DONE AND SIGNED AT CENTURION THIS THE DAY OF 25 September 2018

ON BEHALF OF THE STATE AS THE EMPLOYER

DEPARTMENT	NAME	SIGNATURE
BASIC EDUCATION	H.M. Murecci	

ON BEHALF OF THE EMPLOYEE PARTIES

TRADE UNION	NAME	SIGNATURE
SADTU	MUGWENA MALULEKE	
CTU-ATU		

ANNEXURE A**DETERMINATION OF SALARIES****B.8.5.2 Educators who are reappointed after a break in service**

B.8.5.2.1 An educator who is appointed after a break in service shall always be appointed to the entry level salary notch code of the salary band of the post to which he/she has been appointed under the following conditions:

- (a) Should an educator resign or retire and comes back in service on the same level and has more than 6 years of uninterrupted service on that particular post level, such an educator shall be awarded additional 6 notches to the minimum (entry) notch of the post which he/she is appointed.
- (b) Should an educator resign or retire and comes back in service on the lower post level and has more than 6 years of uninterrupted service on any post level, such an educator shall be awarded additional 6 notches to the minimum (entry) notch of the post which he/she is appointed.
- (c) Should an educator resign or retire and comes back in service on the same level and has less than 6 years of uninterrupted service on that particular post level, such an educator shall be appointed to the minimum (entry) notch of the applicable post.
- (d) Should an educator resign or retire and comes back in service on the lower level and has less than 6 years of uninterrupted service on that particular post level, such an educator shall be appointed to the minimum (entry) notch of the applicable post.

B.8.5.2.2 Recognition of actual experience for promotion purposes:

- (a) The educator's years of actual experience will still be considered for promotion purposes. E.G. If a deputy principal applies for a promotion post of deputy principal again after a break in service, his/her actual years of service will still be recognised for promotion purposes.

B.8.5.2.3 Appropriate experience obtained outside public education for determination of salary:

- (a) The provisions as outlined in Chapter B.8.4.3.1 relating to the above-mentioned in the determination of salary will not apply to educators who have resigned or retired and reappointed.