

Circular H 164/2020

**TO: TO ALL DIVISIONS/ CHIEF DIRECTORATES/ DIRECTORATES/ DISTRICTS/ REGIONS/
SUBSTRUCTURES/ INSTITUTIONS**

APPOINTMENT OF ADDITIONAL STAFF AS A RESULT OF ABSENTEEISM DURING COVID-19 AND APPLICATION OF PERIODICAL APPOINTMENTS

1. PURPOSE

The purpose of this Circular is to guide Managers on the process to be followed with the appointment of additional staff as a result of staff being absent during COVID-19 and also to provide clarity on periodical appointments and how these staff must be appointed.

2. BACKGROUND

- 2.1** Regulation 57(2)(b) of the Public Service Regulations, 2016 makes provision for the temporary increase of staff to be employed additional to the establishment. It may be necessary to appoint additional staff where there is a critical need due to absenteeism of staff, as well as re-organisation of services as a result of COVID-19. Paragraph 8.2 of DPSA Circular 7 of 2020 dated 16 March 2020 also indicates that such temporary appointments should be done in terms of said Regulation. Funds have already been allocated to the respective Institutions for this purpose.
- 2.2** The current prescripts and the PERSAL System make provision for periodical appointments to assist Managers to employ individuals in crisis situations where a specific urgent service need occurs which is periodic in nature. This provision is normally not of a continuous nature and employment **will not** continue for more than a month. The reason for this is that full-time employees must be appointed against a post on the establishment on a permanent basis or fixed term contract basis.
- 2.3** Several enquiries have been received regarding requests for the periodical appointment of various categories of staff in a full-time capacity (40 hours per week) for a period of one month to **six months** and clarity on the process is required. The Auditor General is also busy with a COVID-19 pro-active audit and we must ensure that proper process is still followed.
- 2.4** In the case of periodical appointments, claim forms for hours must be completed by employees and verified by the managers after each month. This is then submitted to the PM Offices to be captured on PERSAL and to ensure payment of their salaries. Leave records must also be kept manually which creates a further additional burden on the People Management Offices.

3. STEPS TO BE FOLLOWED WITH REGARDS TO THE APPOINTMENT OF ADDITIONAL STAFF TO ADDRESS CRITICAL NEEDS DURING THE COVID19 PERIOD:

- 3.1** A critical need must be identified for the appointment of additional staff to cover the absence of staff due to COVID-19.
 - 3.2** Applications from the Block adverts and VIMS Systems can be considered as part of the recruitment process.
 - 3.3** A shortened fair selection process could be applied by the selection panel. The process followed must be documented for audit purposes and submitted to at least a Deputy Director: HR for approval.
 - 3.4** Appointments can be made on contract against permanent vacant funded posts on the establishment.
 - 3.5** If permanent funded posts are not available, periodical appointments can be made for a **period of one month**. This will then allow for the service to continue as well as to obtain approval for the creation of posts additional to the establishment in order to appoint employees based on the need for a further period.
 - 3.6** Requests for the creation of posts additional to the establishment must be accompanied by a HF2 form and submitted to the Establishment Component of the Directorate People Strategy at Head Office (attention Mr Wajdie Teegler) for the creation of such posts on PERSAL. As indicated, funds have been made available and have been allocated to the various Institutions for this purpose.
 - 3.7** Appointments will then be made against the posts created additional to the establishment on PERSAL. Once appointed on PERSAL against a post, the employee's salary will be paid recurring monthly and all leave applications can be captured on PERSAL, ensuring a complete leave record.
- 4.** It is trusted that the above will provide clarity with regard to the appointment of additional staff during this COVID-19 period as well as the correct application of periodical appointments.
 - 5.** Kindly bring the content of this Circular to the attention of all managers.



HEAD OF DEPARTMENT
DATE: 11 AUGUST 2020