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Strategic People Management Minute: 0001/2025

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers, Heads: Management and Governance, Heads: District Curriculum Support, Heads: District Learner Support, Principals and all Public Service Staff

**Subject: The importance of educators and public servants applying for permission to perform remunerative work outside the public service**

1. Section 33 of the Employment of Educators Act, 1998 (Act 76 of 1998), section 30(1) of the Public Service Act, 1994 (Proclamation 103 of 1994), as amended, and section 13(c) of the *Public Service Regulations, 2016*, published in *Government Gazette* No. 40167 of 29 July 2016, inform all employees of their obligation to apply for permission from the Head of Department if they wish to perform remunerative work outside the public service (RWOPS).
2. The application process includes the following:
  - (a) Completing an application form – for new applicants
  - (b) Completing a reapplication form – for applicants whose working conditions have not changed since their previous application
  - (c) Issuing of a certificate of approval
  - (d) Issuing of a confirmation letter for deemed approval – for applications approved after the expiry period for approval
  - (e) Making tools available to guide managers/supervisors and ethics officers when making recommendations to the executive authority.
3. Employees who have not yet sought approval to perform RWOPS, as well as those who intend to perform RWOPS, must immediately submit their applications to perform such work to the following address:

Head: Education  
For attention: Director: Strategic People Management  
Western Cape Education Department  
Private Bag X9114  
CAPE TOWN  
8000

OR

Email: [RWOPS.Applications@westerncape.gov.za](mailto:RWOPS.Applications@westerncape.gov.za)

4. Approvals are granted per financial year (01 April to 31 March of the following year), therefore, employees must apply annually, in advance.
5. No employee should undertake RWOPS without prior approval from the employer. Therefore, approval must be obtained well before RWOPS is conducted.
6. Employees (excluding sessional employees) who indicate on their declaration that they perform work outside their employment or are a member of a company/closed corporation and do not receive remuneration, an allowance or a reward in connection with the performance of work outside the public service must also complete an application for RWOPS.
7. Employees whose personal particulars are attached to a private company on the Companies and Intellectual Property Commission's register and who are no longer involved in RWOPS are kindly requested to ensure that they are duly deregistered.
8. Employees who are compelled to declare their financial interests and who have applied for permission to conduct RWOPS must ensure that they keep a record of the letter that grants them permission to perform RWOPS in order to upload the letter onto the eDisclosure System.
9. Employees for whom additional remuneration is provided by the Western Cape Education Department relating to, among other things, matric examination markers, trainers/facilitators and educators performing supervisory duties at hostels, do not need to apply for RWOPS as additional payments are warranted in terms of existing legislative provisions.
10. It is the manager/supervisor's responsibility to provide comments on the subordinate's RWOPS application, specifically relating to their performance.
11. After approval for RWOPS has been granted, the manager/supervisor must monitor the employee – especially for the possible abuse of state resources, contraventions of the Code of Conduct for the public service, as published in Chapter 2 of the *Public Service Regulations, 2016*, published in *Government Gazette* No. 40167 of 29 July 2016, and any negative impact on their performance.
12. Should an employee fail to adhere to the necessary requirements when conducting RWOPS, it must be brought to the attention of the ethics officer immediately.
13. Kindly bring the contents of this minute to the attention of all employees under your supervision.

**SIGNED:** LJ ELY

**DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**

**DATE:** 2025-02-03