

Navrac
Enquiries MN JAMIE
IMibuzo

Telefoon
Telephone (021) 467-2848
IFoni

Faks
Fax (021) 467-2848
IFeksi

Verwysing 16/8/2
Reference 20010822-0005
ISalathiso



Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEbe leMfundo leNtshona Koloni

CIRCULAR: 0097/2002

EXPIRY DATE: NONE

TO: CHIEF DIRECTORS, DIRECTORS (HEAD OFFICE AND EMDCs), SENIOR
CIRCUIT MANAGERS, CIRCUIT MANAGERS AND HEADS OF INSTITUTIONS

BRIEF SUMMARY: The objective and focus of and the motivation for Attendance and Time-off registers

**SUBJECT: POLICY IN RESPECT OF ATTENDANCE AND TIME-OFF REGISTERS
FOR EDUCATORS AND PUBLIC SERVICE PERSONNEL**

1. In Circular 40/2002 of 19 April 2002 the Western Cape Education Department (WCED) informed principals and officials of the policy in respect of keeping an accurate record of staff attendance.
2. As a result of enquiries received in this regard, the following additional information is provided.
3. **REASONS FOR THIS POLICY**
 - 3.1 Regulation 24 of the Employment of Educators Act makes provision for the employer to keep an attendance register in the workplace.
 - 3.2 Similarly, the Code of Conduct for Public Service Personnel and the Public Service Regulations make provision for the employer to determine the office hours for employees (public service personnel) and it is the prerogative of the employer to put mechanisms in place to ensure that these office hours are respected.
 - 3.3 The WCED is only too aware of the fact that educators spend many hours after school doing administrative tasks and helping with sport and cultural activities. There are, however, also widespread cases of educators at various schools who display a lack of discipline and commitment. After careful consideration of all the options to remedy this situation, the practice of attendance registers was instituted in order to apply the rules consistently to all employees.

MELD ASSEBLIEF VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE /
NCEDA UBHALA IINOMBOLO ZESALATHISO KUYO YONKE IMBALELWANO

GRAND CENTRAL TOWERS, LAER-PARLEMENTSTRAAT, PRIVAATSAK X9114, KAAPSTAD 8000
GRAND CENTRAL TOWERS, LOWER PARLIAMENT STREET, PRIVATE BAG X9114, CAPE TOWN 8000

WEB: <http://wced.wcape.gov.za>

3.4 The policy was introduced for the following reasons:

- It will ensure that all schools have a uniform mechanism to record the attendance of all personnel.
- At a number of schools educators and principals arrive late for duty and/or leave the school premises before the end of the official school day.
- At some schools there are cases of unauthorised absenteeism.
- At some schools principals are not taking the necessary disciplinary steps against educators who report late for duty and/or leave early.
- At some schools there are no documentary evidence available for unauthorised absenteeism, latecoming or abscondence which is reported. This makes it very difficult for the WCED to proceed with the necessary disciplinary procedures. The WCED must have verifiable records if personnel are to be held accountable across the whole spectrum in a reasonable and consistent way.
- There are also cases of late arrivals, early departures and unauthorised absence of public service personnel at schools and public service personnel and office-based educators at Head Office and Education Management and Development Centres (EMDCs).

4. THE OBJECTIVE AND FOCUS OF THIS POLICY

- 4.1 This policy focuses only on the seven official school hours and the official office hours, which must be respected and is not applicable to activities, which take place after official school or office hours or during weekends.
- 4.2 The application of this policy will ensure that all schools and offices will have verifiable records of attendance.
- 4.3 This policy aims to affirm the WCED's commitment to time on task and the promotion of a culture of accountability in order to attain a high quality of public education for all.
- 4.4 It also gives school management and supervisors an indication of the possible imbalances in workload that might occur or be indicated by some persons who require assistance.

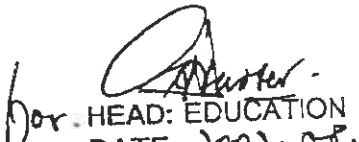
5. ALTERNATIVE SYSTEMS OF MONITORING ATTENDANCE

- 5.1 The WCED is aware that some schools have alternative systems of monitoring staff attendance.
- 5.2 Schools may use these alternative systems on condition that they have obtained the necessary approval of the Director or Senior Circuit Manager of their local EMDC.
- 5.3 However, these alternative systems must produce verifiable records, in line with the objectives of WCED policy on attendance and time-off registers as set out in Circular 40/2002 of 19 April 2002.

5.4 Examples of such systems are the following:

- Attendance registers similar to those of other departments
- Access control systems. These are systems, which control entry into or departure from the premises. One example of this is the card entry system.
- Time clocks. This is the clock card system, which automatically calculates the number of hours on daily and accumulative basis.

6. While the WCED acknowledges that there are excellent role models in most of our schools, it is necessary to implement uniform procedures to ensure that all employees receive the same treatment.
7. It has come to the attention of the WCED that there are a few cases where persons have indicated that they will not adhere to the implementation of this policy. Persons who fail to comply with the policy will be guilty of misconduct and the WCED will have no alternative but to take the necessary disciplinary steps against the heads of offices, principals and personnel who do not adhere to the policy. However, the WCED relies on your co-operation and trusts that it will not be necessary to resort to these drastic measures.
8. Please bring the contents of this circular to the attention of all employees.


HEAD: EDUCATION
DATE: 2002.08.08.

Navrae
Enquiries MN JAMIE
Imibuzo
Telefoon
Telephone (021) 467-2848
Ifoni
Faks
Fax (021) 461-5629
Ifeksi
Verwysing 16/8/2
Reference 20010822-0005
Isalathiso



Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEBE leMfundo leNtshona Koloni

OMSENBRIEF: 0097/2002

VERVALDATUM: GEEN

AAN: HOOFDIREKTEURE, DIREKTEURE (HOOFKANTOOR EN OBOS'e), SENIOR
KRINGBESTUURDERS, KRINGBESTUURDERS EN HOOFDE VAN INRIGTINGS

KORT OPSOMMING: Die doel en fokus van en die motivering vir Teenwoordigheids- en tydafregisters

**ONDERWERP: BELEID TEN OPSIGTE VAN TEENWOORDIGHEIDS- EN TYD-
AFREGISTERS VIR OPVOEDERS EN STAATSDIENSPERSONEEL**

1. Die Wes-Kaap Onderwysdepartement (WKOD) het prinsipale en amptenare in Omsendbrief 40/2002 van 19 April 2002 ingelig aangaande die beleid ten opsigte van die hou van 'n akkurate rekord van personeelbywoning.
2. Na aanleiding van navrae wat in hierdie verband ontvang is, word die volgende addisionele toeligting verstrek.
3. **REDES VIR HIERDIE BELEID**
 - 3.1 Regulasie 24 van die Wet op die Indiensneming van Opvoeders maak voorsiening daarvoor dat die werkgewer 'n teenwoordigheidsregister in die werkplek kan gebruik.
 - 3.2 Insgelyks maak die Gedragskode vir Staatsdienspersoneel en die Staatsdiensregulasies daarvoor voorsiening dat die werkgewer die kantoorure vir werknemers (staatsdienspersoneel) moet bepaal en is dit die prerogatief van die werkgewer om meganismes in werking te stel om te verseker dat hierdie kantoorure eerbiedig word.
 - 3.3 Die WKOD is deeglik bewus van die feit dat opvoeders vir baie ure na skool besig is met administratiewe take en dat hulle help met sport- en kultuuraktiwiteite. Daar is egter ook wydverspreide gevalle van opvoeders by verskeie skole wat 'n gebrek aan dissipline en toewyding openbaar. Na deeglike oorweging van al die opsies vir die herstel van hierdie toestand is die gebruik van teenwoordigheidsregisters ingestel sodat die reëls konsekwent op alle werknemers toegepas kan word.

MELD ASSEBLIEF VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE /
NCEDA UBHALE INOMBOLO ZESALATHISO KIIYO YONKE IMBALELWANO

GRAND CENTRAL TOWERS, LAER-PARLEMENTSTRAAT, PRIVAATSAK X9114, KAAPSTAD 8000
GRAND CENTRAL TOWERS, LOWER PARLIAMENT STREET, PRIVATE BAG X9114, CAPE TOWN 8000

WEB: <http://wced.wcape.gov.za>

3.4 Die beleid is om die volgende redes ingestel:

- Dit sal verseker dat alle skole 'n eenvormige meganisme het om die bywoning van alle personeel aan te teken.
- By 'n aantal skole meld opvoeders en prinsipale laat vir diens aan en/of verlaat hulle die skoolterrein voor die einde van die amptelike skooldag.
- In sommige skole is daar gevalle van ongemagtigde afwesigheid.
- In sommige skole doen prinsipale nie die nodige dissiplinêre stappe teen opvoeders wat laat vir diens aanmeld en/of vroeg huis toe gaan nie.
- Sommige skole beskik oor geen dokumentêre bewyse van ongemagtigde afwesigheid, laatkommery of stokkiesdraaiery wat gerapporteer is nie. Dit maak dit vir die WKOD baie moeilik om met die nodige dissiplinêre stappe voort te gaan. Die WKOD moet verifieerbare rekords hê indien personeel oor die hele spektrum op 'n billike en konsekwente wyse verantwoordelik gehou moet word.
- Daar is ook gevalle van laatkommery, vroeë verdaging en ongemagtigde afwesigheid van staatsdienspersoneel by skole en van staatsdienspersoneel en kantoorgebonde opvoeders by Hoofkantoor en OBOS'e.

4. DIE DOEL EN FOKUS VAN HIERDIE BELEID

- 4.1 Hierdie beleid fokus net op die sewe amptelike skoolure en die amptelike kantoorure wat eerbiedig moet word en het nie betrekking op aktiwiteite wat na afloop van amptelike skoolure of kantoorure of oor naweke plaasvind nie.
- 4.2 Die toepassing van hierdie beleid sal verseker dat alle skole en kantore oor verifieerbare teenwoordigheidsrekords beskik.
- 4.3 Hierdie beleid bevestig die WKOD se toewyding aan tyd aan taak en die bevordering van 'n kultuur van verantwoordbaarheid om openbare onderwys van 'n hoë gehalte vir almal te verseker.
- 4.4 Dit gee ook 'n aanduiding aan die skoolbestuur en toesighouers van die moontlike wanbalans in werkbelading wat mag voorkom of wat aangedui word by sommige persone wat bystand benodig.

5. ALTERNATIEWE STELSELS OM TEENWOORDIGHEID TE MONITOR

- 5.1 Die WKOD is bewus daarvan en besef dat sommige skole alternatiewe stelsels het om personeelbywoning te monitor.
- 5.2 Skole mag gebruik maak van hierdie alternatiewe stelsels op voorwaarde dat hulle die nodige verloop van die Direkteur of Senior Kringbestuurder van hulle plaaslike Onderwysbestuurs-en-ontwikkelingsentrum verkry het.
- 5.3 Hierdie alternatiewe stelsels moet egter verifieerbare rekords hou wat ooreenstem met die doelwitte van die WKOD-beleid aangaande bywonings- en tydafregisters soos uiteengesit in Omsendbrief 40/2002 van 19 April 2002.

5.4 Voorbeelde van sodanige stelsels is die volgende:

- Teenwoordigheidsregisters soos dié van ander departemente.
 - Toegangsbeheerstelsels. Dit is stelsels wat die betreding en verlatting van die terrein beheer. 'n Voorbeeld hiervan is die toegangskaaftstelsel.
 - Tydklokke. Dit is die klokkaartstelsel wat die totale aantal ure op 'n daaglikse en kumulatiewe basis bereken.
6. Terwyl die WKOD erken dat daar in die meeste van ons skole uitstekende rolmodelle is, is dit nodig om eenvormige prosedures te implementeer om te verseker dat alle werknemers dieselfde behandeling ontvang.
7. Dit het onder die aandag van die WKOD gekom van enkele gevalle van persone wat laat blyk het dat hulle nie aan hierdie beleid uitvoering gaan gee nie. Persone wat nie die beleid uitvoer nie, maak hulle skuldig aan wangedrag en die WKOD sal geen ander keuse hê as om die nodige dissiplinêre stappe te neem teen skoolhoofde, kantoorhoofde en personeel wat hulle hieraan skuldig maak nie. Die WKOD maak egter staat op elkeen van u se samewerking en vertrou dat dit nie nodig sal wees om tot sulke drastiese stappe oor te gaan nie.
8. Bring asseblief die inhoud van hierdie omsendbrief onder die aandag van alle werknemers.



H.M. HOOF: ONDERWYS
DATUM: 2002.08.08.

Navrac
Enquiries MN JAMIE
IMibuzo
Telefoon
Telephone (021) 467-2848
IFoni
Faks
Fax (021) 461-5629
Ifeksi
Verwysing 16/8/2
Reference 20010822-0005
ISalathiso



Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEbe leMfundo leNtshona Koloni

ISETYHULA: 0097/2002
UMHLA AWUKHO
WOKUPHELELWA:

IYA: KUBALAWULI ABASIINTLOKO, KUBALAWULI
(KWANDLUNKULU NAKWII-EMDC), KUBAPHATHI
BEESEKETHE ABAKHULU, KUBAPHATHI BEESEKETHE
NAKWIINTLOKO ZAMAZIKO EMFUNDO

ISISHWANKATHELO ESIFUTSHANE: Injongo, unobangela neyona nto kujoliswe kuyo ngumgaqo-nkqubo omalunga neerejista zokubakho emsebenzini nezokucela ukuhamba ngexesha lomsebenzi

**ISIHLOKO: UMGAQO-NKQUBO OMALUNGA NEEREJISTA ZOKUBAKHO
ESEMSEBENZINI NEZOKUCELA UKUHAMBA NGEXESHA
LOMSEBENZI OLUNGISELELWE OOTITSHALA NABASEBENZI
BENKONZO KARHULUMENTE**

1. KwiSetyhula 40/2002 yowe-19 Apreli 2002, iSebe leMfundo leNtshona Koloni lazisa iinqununu namagosa ngomgaqo-nkqubo wokugcinwa kweerekhodi ezichanekileyo zokubakho emsebenzini kwabasebenzi.
2. Ngenxa yemibuzo ethe yafika ngokumalunga noku, kunikwa le ngcaciso yongeziweyo ilandelayo.
3. **IZIZATHU ZALO MGAQO-NKQUBO**
 - 3.1 UmMiselo 24 woMthetho weNgqesho yooTitshala ubonelela ukuba umqeshi agcine irejista yokubakho kwindawo yomsebenzi.
 - 3.2 Kwangokunjalo, imiGaqo yokuziPhatha yaBasebenzi beNkonzo kaRhulumente nemiGaqo yeNkonzo kaRhulumente ibonelela ukuba umqeshi unokumisela iiyure zomsebenzi ngakubaqeshwa bakhe (abasebenzi benkonzo karhulumente) kwaye lilungelo lomqeshi ukumisela iindlela zokuqinisekisa ukuba ziyahlonitshwa ezi yure zomsebenzi.

MELD ASSEBLIEF VERWYSINGSNUMMERS IN ALLE KORRESPONDENSIE / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE /
NCEDA UBHALE INOMBOLO ZESALATHISO KUYO YONKE IMBALELWANO

GRAND CENTRAL TOWERS, LAER-PARLEMENTSTRAAT, PRIVAATSAK X9114, KAAPSTAD 8000
GRAND CENTRAL TOWERS, LOWER PARLIAMENT STREET, PRIVATE BAG X9114, CAPE TOWN 8000

WEB: <http://wced.wcape.gov.za>

3.3 Eli Sebe leMfundo liyayiqonda ncam into yokuba ootitshala bachitha ixesha elide emva kweeyure zomsebenzi, besenza imisebenzi yezolawulo baze bancedise kwezemidlalo nakwezenkcubeko. Nakuba kunjalo kukwakho nokwanda mpela kweziganeko zokungalawuleki nokungazimiseli emsebenzini kootitshala kwizikolo ngezikolo. Emva kokuqwalaselisisa zonke iindlela zokulungisa le meko, kwagqitywa ekubeni kusetyenziswe iirejista zokubakho emsebenzini ukulungiselela injongo yokusebenzisa imithetho ngokufanayo kubo bonke abaqeshwa.

3.4 Lo mgaqo-nkqubo wenzelwa ezi njongo zilandelayo:

- Uza kuqinisekisa ukuba zonke izikolo zinendlela efanayo yokurekhoda ukubakho emsebenzini kwabo bonke abasebenzi.
- Kwiqela lezikolo ootitshala neenqununu bafika kade emsebenzini baze/okanye baphume kumasango esikolo ngaphambi kokuphela kosuku lwesikolo ngokomthetho.
- Kwezinye izikolo kukho abangeziyo emsebenzini bengagunyaziswanga ukwenza oko.
- Kwezinye izikolo iinqununu azithathi manyathelo oluleko ayimfuneko ngakwabo titshala bafika kade emsebenzini baze baphume kwangoko/okanye baphuma kwangoko.
- Kwezinye izikolo akukho bungqina bubhaliweyo bufumanekayo xa kuziswa iingxelo zokungezi emsebenzini kungekho mvume yoko, zokufika kade kungekho mvume yoko nokunyamalala emsebenzini. Oku kwenza kubenzima kakhulu ukuba iSebe leMfundo liqhubeke namanyathelo oluleko ayimfuneko. Eli Sebe leMfundo malibe nazo iirekhodi zobungqina ezithembekileyo ukuba ngaba bonke abasebenzi bandidi zonke kufuneka bephendule ngezenzo zabo ngendlela eyamkelekileyo nefanayo.
- Kukwakho neziganeko zokufika kade, zokuhamba ngaphambi kwexesha nokungabikho emsebenzini okungagunyaziswanga kwabasebenzi benkonzo karhulumente ezikolweni nabasebenzi benkonzo karhulumente nootitshala abasezi-ofisini kwaNdlunkulu nakumaZiko oLawulo noPhuhliso lweMfundo (EMDC).

4. INJONGO NEYONA NTO KUJOLISWE KUYO NGULO MGAQO-NKQUBO

- 4.1 Lo mgaqo-nkqubo ujolise kuphela kwiiyure zomsebenzi wesikolo ezisixhenxe nakwezo zasezi-ofisini nekufuneka zihlonitshwe, kodwa awusebenzi kwizinto ezenzeka ngexesha elisemva kweeyure zomsebenzi nangeempela-veki.
- 4.2 Ukusetyenziswa kwalo mgaqo-nkqubo kuza kuqinisekisa ukuba zonke izikolo nee-ofisi zineerekhodi zobungqina ezithembekileyo zokubakho emsebenzini.
- 4.3 Injongo yalo mgaqo-nkqubo kukungqina ukuzimisela kweSebe leMfundo leNtshona Koloni ekulisebenziseni ixesha ngeyona ndlela inenzuzo nasekukhuthazeni ukwazi ukuphendula ngezenzo zakho ukwenzela ukuba kube nokufikelelwa kwimfundo kawonke wonke yodidi oluphezulu.

- 4.4 Ukwabonisa nakubaphathi bezikolo nakwiisuphavayiza ukungalingani komsebenzi okungakho okanye okungaxelwa ngabanye abasebenzi abafuna uncedo.
5. **EZINYE IINDLELA ZOKUQWALASELA UKUBAKHO EMSEBENZINI KWABASEBENZI**
- 5.1 ISebe leMfundo leNtshona Koloni liyazi ukuba ezinye izikolo zinezinye iindlela zokuqwalasela ukubakho kwabasebenzi emsebenzini.
- 5.2 Izikolo zingazisebenzisa ezi ndlela zizezinye phantsi komqathango wokuba zifumane kuqala imvume eyimfuneko kuMlawuli okanye kuMphathi weSekethe oMkhulu okwiZiko loLawulo noPhuhliso lweMfundo (EMDC) lazo.
- 5.3 Nakuba kunjalo, ezi ndlela zizezinye mazivelise iirekhodi zobungqina ezithembekileyo ngokufanayo neenjongo zalo mgaqo-nkqubo weSebe leMfundo leNtshona Koloni omalunga neerejista zokubakho emsebenzi nezokuhamba ngaphambi kwexesha njengoko kuchaziwe kwisetyhula 40/2002 yowe-19 Apreli 2002.
- 5.4 Oku kulandelayo yimizekelo yezi ndlela:
- lirejista zokubakho emsebenzini ezifana nezo zamanye amasebe karhulumente.
 - iindlela zokulawula ukungena nokuphuma kwabantu. Ezi zindlela ezivumela ulawulo lokungena okanye lokuphuma kumasango aloo ndawo. Omnye umzekelo woku yindlela yokusebenzisa ikhadi lokungena.
 - Ukungena ngokuklokha. Le yindlela yokuklokha ngekhadi apho kukho umashini obala inani leeyure qho ngemini nomana ukuzidibanisa qho.
6. Lo gama iSebe leMfundo liyivuma into yokuba kukho iindlela ezigqibeleleyo ezisetyenziswayo kuninzi lwezikolo zethu, kuyimfuneko ukuba kwenziwe iinkqubo ezifanayo ukwenzela ukuqinisekisa ukuba bonke abaqeshwa bafumana impatho efanayo.
7. ISebe leMfundo leNtshona Koloni liqaphele ukuba kukho iziganeko ezimbalwa apho abantu abathile baye bavakalisa ukuba abazi kuwulandela ngqo lo mgaqo-nkqubo. Abantu abasilelayo ukuthobela lo mgaqo-nkqubo baya kuba netyala lokuziphatha kakubi yaye eli Sebe leMfundo aliyi kwenza ngandlela yimbi koko liya kunyanzeleka ukuba lithathe amanyathelo oluleko afanelekileyo ngakwiintloko zee-ofisi, iinqununu nabasebenzi abangawuthobeliyo lo mgaqo-nkqubo. Nakubeni kunjalo, eli Sebe lixhomekeke kwintsebenziswano yenu likwathemba ukuba akusayi kubakho mfuneko yokubhenela kula manyathelo angqwabalala.
8. Nceda wazise bonke abaqeshwa ngokubhalwe kule setyhula.

INTLOKO: YESEBE LEMFUNDO

UMHLA: 2002-08-08.