



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA

Vol. 426 Pretoria, 29 December 2000/29 Desember 2000
No. 21950



AIDS HELPLINE: 0800-123-22 Prevention is the cure

CONTENTS • INHOUD

No.

Page
No. Gazette
No.**GOVERNMENT NOTICE****Department of Education***Government Notice*

1430 Employment of Educators Act, 1998: Terms and conditions of employment of educators as set out in the Schedule 2 21950

GOVERNMENT NOTICE

DEPARTMENT OF EDUCATION**No. 1430****29 December 2000**

I, Kader Asmal, Minister of Education, have in terms of section 4 of the Employment of Educators Act, 1998 determined the terms and conditions of employment of educators as set out in the Schedule.

PROFESSOR KADER ASMAL, MP
MINISTER OF EDUCATION

24 November 2000

Chapter A, paragraph 5 is inserted.

5. WORKLOAD OF COLLEGE BASED EDUCATORS (FURTHER EDUCATION AND TRAINING)

5.1 Introduction

- (a) The work done by educators includes the following core duties covered during a formal college day (with or without contact with the learners) and outside the formal college day.

- (i) Scheduled contact hours
- (ii) Relief teaching
- (iii) Extra and co-curricular duties
- (iv) Pastoral duties
- (v) Administration
- (vi) Supervisory and management functions
- (vii) Professional duties (meetings, workshops, official college functions, seminars, conferences, etc.)
- (viii) Planning, preparation and evaluation
- (ix) Professional development

Each post level within a college has different duties and responsibilities, encompassing the core duties outlined from (i) to (ix) above, but to a varying degree.

There should be an equitable distribution of workload between the various post levels and within a post level, to ensure that neither one or two of the levels or and educator is over burdened.

The expectation is that every educator must be able to account for 1800 actual working hours per annum.

5.2 WORKLOAD PER EDUCATOR

- (a) All educators should be at their college during a formal college day. A formal college day should comprise not fewer than 7 hours, but the Head of an institution:

- (i) based on provincial policy and
- (ii) provided the 35 hours workweek is adhered to,

may make exceptions.

The 7 hours per day includes the breaks and the time that a lecturer, as part of his or her job, has to visit companies to recruit students.

- (b) Scheduled contact hours during the formal college day will be specified with time allocation per post level. The allocation of subjects, timetable and resultant scheduled contact hours must be determined by the Head of the institution after consultations with the educator staff (refer paragraph 5.3.)
- (c) All other duties are specified and allocated by the Head of the institution after consultations with the educator staff. Educators will be expected to perform the core duties, as outlined in paragraph 5.1(a), both within and outside of the formal college day, and with the understanding that none of these may diminish the overall number of scheduled contact hours or negatively impact upon the curriculum.
- (d) All educators may be required by the employer to attend programmes for ongoing professional development, up to a maximum of 80 hours per annum. These programmes to be conducted outside the formal college day or during vacations.

The employer shall give at least one term's notice of programmes to be conducted during the college vacations.

5.3 SCHEDULED CONTACT HOURS

- (a) The time allocated for teaching in respect of different post levels will differ.
- (b) The allocation of scheduled contact hours should be done in such a manner that it:
 - (i) maximises the individual abilities of all educators and
 - (ii) optimises teaching/training and learning at the institutional level.
- (c) Where classes are so arranged that a member of the lecturing staff does not meet the required hours per week of actual contact time, determined in terms of paragraph 5.3(d)(iii), he/she may, in respect of the shortfall, be required to lecture to any class for part-time students attached to such college without receiving additional remuneration therefor. This must be done through consultation and in a fair, transparent and equitable manner.

(d) In general terms, the following serves as guidelines in determining the scheduled contact hours:-

(i) Heads of colleges

The task of the Head of the institution is first and foremost that of manager and leader of an institution for post-school education. His/her aims should be the advancement and development of the total spectrum of interests of the College, as well as active support of the policy prescribed from time to time by the provincial education department.

(ii) Management Staff (Post Level 3 and higher)

Management staff is expected to give instructions as part of their normal duties.

Apart from the actual contact hours, management and administrative duties, they are mainly responsible for tasks delegated to them by the Head of the institution, as well as for the continued growth of the college.

(iii) Lecturers and Senior Lecturers (PL 1 and 2)

Their primary task as educators is effective teaching and not mere training. This includes being well-informed about their field of study by reading professional, scientific and technical journals and by paying visits to commercial, industrial or other relevant bodies.

NOTE 1: Actual contact hours on post level 3 and higher should be between 5 hours and 15 hours per week; except for heads of institutions at post level 3. Subject to efficient curriculum delivery and an equitable workload, Heads of institutions at post level 3 may have no actual contact hours.

Actual contact hours on post-level 2 should be between 18 hours and 22.5 hours per week.

Actual contact hours for post level 1 educators should be between 22.5 hours and 25 hours per week.

NOTE 2: Educators not lecturing (no actual contact hours) shall observe a work week of 40 hours.

NOTE 3: The above actual contact hours exclude contact hours in terms of a part-time appointment of full-time educators.

5.4 MINIMUM NUMBER OF TEACHING HOURS PER WEEK AND THE APPOINTMENT OF FULL-TIME TEACHING STAFF, IN A PART-TIME CAPACITY, AT COLLEGES OFFERING APPROVED PART -TIME CLASSES.

- (a) The minimum number of teaching hours per week that an educator must work before he or she may be appointed to perform overtime duties on a part-time basis and the maximum number of additional hours per week for which part time appointments can be made are as follows:

Level of post	Post designation	Minimum number of teaching hours per week	Maximum number of additional hours per week for which part-time appointments can be made
1	Lecturer	22.5 hours	12 hours
2	Senior Lecturer	22.5 hours	12 hours
3	Head of Division/ Deputy Head of institution #	15 hours	6 hours
4	Deputy Head of institution	***	6 hours (only if no full-time staff are available)
3/4/5/6	Head of Institutions		6 hours (only in very exceptional cases and if no full-time staff are available.

Equal ranks as well

*** Minimum number of hours is not laid down with the proviso that the staff members involved do not qualify for part-time appointment if formal day classes are not offered.

- (b) Staff in teaching posts must comply with the above minimum number of teaching hours in order to qualify for appointment for bona fide part-time teaching. Heads of institutions, with delegated authority can, for the purposes of the appointment of full-time staff in part-time teaching posts, increase the minimum number of hours required before staff may be appointed to part-time teaching posts, within the prescribed hours as mentioned in note (1) above to suit local requirements.
- (c) Full-time staff qualify for appointment for part-time teaching for approved part-time classes. Heads of institutions must ensure that part-time classes are not created to provide an opportunity for additional income for full-time staff.

SCHEDULE**AMENDMENT OF THE PERSONNEL ADMINISTRATION MEASURES AS
PUBLISHED IN GOVERNMENT GAZETTE NO. 19767 OF 18 FEBRUARY 1999.**

Chapter B, paragraph 4.7 is substituted with the following paragraph:

Salary range	Salary position	Salary (R) 1/7/1996	Salary (R) 1/7/1997	Salary (R) 1/7/1998	Salary (R) 1/7/1999	Salary (R) 1/7/2000
3	3.1	23526	25659	27444	29355	31407
	3.2	24615	26823	28647	30642	32784
	3.3	25704	28020	29913	31995	34233
	3.4	26793	29205	30594	32724	35013
4	4.1	27882	30395	32511	34774	37035
	4.2	28905	31509	33639	35982	38319
	4.3	29928	32625	34830	37257	39678
	4.4	30951	33738	35310	37770	40224
	4.5	31974	34854	36477	39018	41553
5	5.1	32988	35958	38460	41139	43812
	5.2	34296	37386	39912	42693	45468
	5.3	35604	38814	41439	44325	47205
	5.4	36912	40236	42111	45045	47970
	5.5	38220	41664	43605	46644	49674
	5.6	39528	43089	45096	48237	51372

Salary range	Salary position	Salary (R) 1/7/1996	Salary (R) 1/7/1997	Salary (R) 1/7/1998	Salary (R) 1/7/1999	Salary (R) 1/7/2000
6	6.1	40836	44514	47613	50931	54240
	6.2	43344	47247	50442	53955	57462
	6.3	45852	49983	53361	57073	60786
	6.4	48360	52719	55176	59019	62853
7	7.1	50868	55449	59307	63433	67560
	7.2	53487	58302	62244	66532	70908
	7.3	56106	61155	65289	69837	74376
	7.4	58725	63699	66666	71310	75945
	7.5	61344	66540	69642	74495	79338
8	8.1	63963	69381	74211	78789	83910
	8.2	67509	73248	78201	83025	88419
	8.3	71055	77094	82305	87381	93060
	8.4	74601	80943	84714	89940	95784
9	9.1	78141	84423	89454	94524	100194
	9.2	81045	87561	92781	98040	103920
	9.3	83949	90696	96102	101550	107643
	9.4	86853	93837	99429	105066	111369
	9.5	89757	96972	102753	108579	115092
	9.6	92661	100110	104775	110715	117357
	9.7	95565	103248	108060	114186	121035
10	10.1	98463	106377	111654	117934	125061
	10.2	102702	110958	116463	123065	130449
	10.3	106941	115539	121269	128142	135828
	10.4	111180	120117	125715	132843	140811
11	11.1	115413	124692	130878	137643	145899
	11.2	123468	133392	140007	147243	156075
	11.3	131523	142098	149145	156855	166266
12	12.1	139578	150798	158277	165666	175605
	12.2	147474	159273	167172	174978	185475
	12.3	155370	167799	176121	184344	195402
13	13.1	163260	171426	179919	188319	199617
	13.2	170373	178893	187407	196158	207927
	13.3	177486	186363	195234	204351	216612

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001

Publications: Tel: (012) 334-4508, 334-4509, 334-4510

Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504

Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737

Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001

Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510

Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504

Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737

Kaapstad-tak: Tel: (021) 465-7531