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**GOVERNMENT NOTICE**

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**DEPARTMENT OF EDUCATION****No. 267****21 February 2003**

I, Kader Asmal, Minister of Education, in terms of section 4 of the Employment of Educators Act, 1998, hereby determine the following conditions of service for educators for inclusion in the Personnel Administration Measures as set out in the Schedule:

Signed by Professor Kader Asmal: Minister of Education

Date: 28 January 2003

**SCHEDULE**

Paragraph 4.5 of Chapter B of PAM is hereby amended by inserting the following paragraph before sub-paragraph (a).

\* Note: An educator who improves his/her qualifications which has the effect that his/her REQV improves, will qualify for a financial benefit as set out below. An educator who qualifies for a salary adjustment, must submit proof of such a qualification to his/her employer within 12 months of obtaining it in order to receive the salary adjustment with effect from the date on which it was obtained. Should an educator fail to submit the qualification within 12 months, he/she will only qualify for such salary adjustment with effect from the date on which the qualification was submitted.

Paragraph 1 of Chapter D of the PAM is hereby amended by inserting the following new paragraph 1.3 before paragraph 2, and by deleting the existing paragraph 3:

1.3 Acting Allowances

(a) General measures

- (i) Educators employed on post level 6 and those on SMS do not qualify for the payment of acting allowances.
- (ii) An educator, complying with the minimum requirements in paragraph 2(2) of Chapter B, shall be appointed in writing by the employer to act.
- (iii) An educator may only be appointed to act in a post that is one post level higher than his/her current position.
- (iv) Within fourteen days of notification by the employer, a School Governing Body (SGB)/Council for Further Education and Training institution shall be requested to recommend to the employer the educator to be appointed to act in a higher post.
- (v) In extraordinary circumstances, the employer may deviate from paragraphs (ii) and (iii) above (including instances where the Governing Body/Council for a Further Education and Training institution fails to make a recommendation).
- (vi) The acting allowance that will apply is the difference between the acting person's current salary (without benefits) and the commencing notch of the higher post (without benefits) that applies to the position in which the person is acting. Where the acting person's current salary (without benefits) equals or exceeds the commencing notch of the higher post (without benefits) that applies to the position in which the person is acting, the acting allowance that will apply is a notch increase.
- (vii) Where the acting is to be performed at an institution or office that is geographically removed from the person's current place of work, an applicable subsistence and travel allowance shall also be paid to him/her.
- (viii) An educator who has been appointed to act in a certain post will be subject to all the responsibilities appropriate to the post for the period during which he/she is appointed.

(b) Acting allowance for an educator acting in a higher vacant and funded post

- (i) This measure is effective from 1 January 2002.
- (ii) An acting allowance may only be paid if the educator is appointed to act for a period longer than six weeks, but limited to a maximum of twelve months.
- (iii) Compensation shall be backdated to the date on which the educator commenced acting provided that the acting is six consecutive weeks or longer.

- (c) Acting allowance for an educator acting in a higher post where the permanent incumbent is absent
- (i) This measure is effective from 1 April 2003.
  - (ii) An acting allowance will only be paid to an educator who acts if the period of appointment is longer than twelve (12) weeks, but limited to a maximum of twelve months in a post where the permanent incumbent is absent due to the following:
    - (aa) Maternity leave;
    - (bb) Sick leave;
    - (cc) Study leave;
    - (dd) Suspension; or
    - (ee) Secondment.
  - (iii) Compensation shall be backdated to the date on which the educator commenced acting provided that the acting is twelve (12) consecutive weeks or longer.
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