

**Wes-Kaap Onderwysdepartement**  
**Western Cape Education Department**  
**iSebe leMfundo leNtshona Koloni**

Navrae  
Enquiries  
iMibuzo

Circuit Managers

Verwysing  
Reference  
Ubhekiso

L.15/70/9

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TO  
ALL CHIEF DIRECTORS,  
DIRECTORS, HEADS OF ALL  
EDUCATIONAL INSTITUTIONS,  
REGIONAL AND AREA MANAGERS  
AND EDUCATIONAL  
ORGANISATIONS

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Datum/Date  
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10 July 1997

**CIRCULAR 0052/1997**

**REGULATIONS REGARDING THE APPOINTMENT OF SUBSTITUTES IN ORDER  
TO SAVE COSTS**

As a result of the financial position in which the Western Cape Education Department (WCED) finds itself, and in an attempt to reduce costs, the following regulations regarding the appointment of substitutes will come into effect from 16 July 1997.

- A. Arrangements in respect of the appointment of new substitutes in new vacancies (vacancies which did not exist at the school on 20 June 1997):
1. Applications for substitutes must be submitted by the principal, via the circuit manager, to the WCED for consideration by The Directorate: Professional Staffing Services (For attention: Mr J. Munro, Section: Appointments). The circuit manager must make a recommendation to the WCED who will either approve or reject it.
  2. No substitute will be allowed to be employed at a school before official sanction has been granted by the WCED.
  3. Redeployable (supernumerary) educators must enjoy priority when substitutes are appointed.
  4. Educators who are acting for principals who have no teaching responsibilities are not entitled to request substitutes.

5. The circuit manager makes a recommendation after he or she has verified that
    - 5.1 the vacancy for which a substitute applies is a substantive post and not a supernumerary post.
    - 5.2 the teacher who is on leave is not a supernumerary teacher.
    - 5.3 there is no redeployable (supernumerary) teacher in the vicinity or at a nearby school who can be used as a substitute (no temporary allocation is possible).
    - 5.4 it is not possible for the school to allocate the teaching responsibilities of the absent teacher to other teachers at the school and a substitute is therefore essential for the proper functioning of the school.
    - 5.5 the teacher will be absent for a period longer than 14 days (10 school days).
  6. A teacher who has left service with a Voluntary Severance Package (VSP) may be considered only as a last option when the following have been checked:
    - 6.1 The principal advertised the post in the media and/or could not find a suitable substitute.
    - 6.2 The principal, assisted by the area manager, could find no suitable substitute. (The Area Office has a list of available substitutes as well as a list of redeployable educators).
    - 6.3 No supernumerary teacher can be temporarily allocated to the school as a substitute.
  7. Educators who apply for sick leave must submit a certificate from a medical practitioner/specialist/psychiatrist. Such educators will also be examined, if necessary, by a Department-appointed panel of medical practitioners/specialists/psychiatrists at the expense of the WCED.
- B. Arrangements in respect of schools which advertised posts in *Vacancies 3/1996* and *Addendum 3/1996* for redeployment and who
- nominated the recommended candidate on the sifted list, or
  - could not nominate the recommended candidate on the sifted list, or
  - have not reacted to the sifted list.
- (1) In cases where a school nominated the recommended candidate and the nominated candidate accepted the nomination and has already been officially notified of the appointment by the WCED:
- The recommended educator starts teaching at the new school on 16 July 1997 and the substitute who occupied that post at the school must vacate the post and leave the school.

- (2) In cases where a school nominated the recommended candidate and the candidate accepted the nomination but is still awaiting the official letter of authority from the WCED:

If the nominated candidate is in excess, he or she substitutes in the meantime in that post from 16 July 1997. If the recommended candidate holds a substantive post at that time (but is not a supernumerary), the status quo is retained, if necessary, until satisfactory arrangements can be made.

- (3) Schools who made representations to the Provincial Task Team (PTT) because the recommended candidate was not acceptable or who did not react to the sifted list or who did not accept the sifted list:

The present substitute's appointment is provisionally extended to the end of August 1997. Should the present substitute not be available, application can be made for another substitute (a redeployable educator, if possible) to be provisionally appointed until the end of August 1997.

- (4) Paragraph A.2 does not apply in the cases mentioned in paragraphs B.2 and B.3.

You are cordially requested to make known the contents of this circular to all concerned.

Your co-operation in this regard will be appreciated.



P . B.P. O'CONNELL  
HEAD OF EDUCATION