


Wes-Kaap Onderwysdepartemen
Western Cape Education Departmen
iSebe leMfundo leNtshona Kolon

Navrae
Enquiries
iMibuzo

M. CRONJÉ

Verwysing
Reference
Ubhekiso

6/10/B

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TO:

CHIEF DIRECTORS, DIRECTORS
AND AREA MANAGERS

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Datum/Date
Umhla

2 November 1998

CIRCULAR 0140/98

COMPLIANCE WITH A 40 HOUR WORKWEEK: PUBLIC SERVICE STAFF AND EDUCATORS EMPLOYED AT OFFICES

According to Public Service Regulation G1.1 all officers and full-time employees are required to work a minimum of 40 hours per week.

Prior to the establishment of the Provincial Administration; Western Cape certain departments were working for 7 3/4 hours a day, whereas other departments were working for 8 hours a day. An agreement was henceforth reached in the Provincial Bargaining Chamber that the privilege of working for 38 hours 45 minutes a week be extended to all personnel in the Administration with effect from 1 August 1995.

The Provincial Administration of the Western Cape subsequently discovered that aforementioned agreement was in breach of the Public Service Regulation G1.1, which prescribed a 40 hour work week. A dispute was consequently lodged between the Provincial Administration; Western Cape and the unions representing employees in the Provincial Bargaining Council, regarding the validity of the 1995 agreement. The matter was referred to the Commission for Conciliation, Mediation and Arbitration (CCMA) as the dispute remained unresolved in the Provincial Bargaining Council after conciliation on 26 November 1997.

After hearing the relevant facts to the dispute lodged, an arbitration award was made by the CCMA on 16 April 1998 which stated that the agreement which was entered into by the parties on 5 and 6 July 1995 was invalid and that those officers and employees currently working less than 40 hours a week are doing so in conflict with their statutory obligations.

The Western Cape Education Department as one of the Departments within the Provincial Administration: Western Cape is therefore required by law to perform a minimum of 40 hours service per week, as prescribed by Public Service Regulations, G1.1.

The WCED working hours will therefore have to be increased by 15 minutes per day. It is therefore envisaged that the official working hours should be one of the following:

- a) start at 07:30 and end at 16:00, or
- b) start at 07:45 and end at 16:15.

It would be appreciated if every officer and employee would indicate his or her preference on a copy of the attached form and then hand it to his or her supervisor. Supervisors are requested to ensure that the forms reach the Directorate: Personnel Management no later than 20 November 1998. A final decision, based on this survey, will then be taken.

Please bring the content of this circular to the attention of all personnel.

Your co-operation will be appreciated.


HEAD: EDUCATION

WES-KAAP ONDERWYSDEPARTEMENT/WESTERN CAPE EDUCATION DEPARTMENT

NAKOMING VAN 40-UUR-WERKWEEK/COMPLIANCE WITH A 40 HOUR WORKWEEK

Maak asseblief u keuse in die betrokke spasie deur dit met 'n kruis aan te toon:

Please indicate your choice by making a cross in the appropriate space:

A) *Werkdag begin om 07:30 tot 16:00*
Working day starts at 07:30 to 16:00

B) *Werkdag begin om 07:45 tot 16:15*
Working day starts at 07:45 to 16:15

Kommentaar/Comments:

