

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

Navrae
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iMibuzo

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TO

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Datum/Date
Umhla

23 December 1998

CIRCULAR 0162/98

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

In accordance with a decision reached through arbitration at the Commission for Conciliation, Mediation and Arbitration, that all officers and full-time employees who are appointed in terms of the Public Service Act, 1994, must adhere to 40 hour workweek and according to Public Service Regulation G1.1, you were requested in circular 0140/98 to make a choice whether the working day should be (a) 7:30 to 16:00 or (b) 7:45 to 16:15.

From the survey that was conducted, the majority of the employees of the WCED opted for a working day from 7:30 to 16:00. 429 was in favour of a starting time of 7:30 whilst 294 was in favour of a closing time of 16:15. In view of the findings and to bring the working hours of the WCED in line with all the other provincial departments of the PAWC, the WCED has accepted to adhere to the following official working hours, with effect from 1 January 1999:


Starting time	:	07:30
Lunch time	:	12:30 to 13:00
Closing time	:	16:00

From the comments received on the completed forms it was noticed that there is still some confusion regarding tea times. Work pressure allowing, a morning and an afternoon tea break may be taken. Please note that these tea breaks are part of the official working hours and may not be claimed as a specific right. In terms of our contract of service all employees of the WCED are compelled to report in time for duty in the morning and not to abandon their workplace before the official closing time.

Since the observance of the official working hours is a basic condition of service, a friendly but urgent appeal is made to all staff-members to show their commitment to service delivery by rendering a full day's work.

Supervisory staff are reminded that it is their responsibility to set the example in this regard as in all other matters. They must ensure that all staff under their supervision adhere and abide by the official working hours including the tea-times of the WCED.

Your co-operation in this regard is appreciated.


HEAD: EDUCATION
23/12/1998