

Maats
Enquiries H. LOMBARD
Imibuzo W.T. WILKINSON

Telefoon
Telephone 403-6447
IFoni 403-6024

Faks
Fax 419-5967
IFeksi

Verwysing
Reference 6 10 B
ISalathiso



PROVINSIALE ADMINISTRASIE WES-KAAP
Onderwysdepartement
PROVINCIAL ADMINISTRATION WESTERN CAPE
Education Department
ULAWULO LWEPHONDO LENTSHONA KOLONI
ISebe leMfundo

CIRCULAR 0076/99

TO:


ALL CHIEF DIRECTORS, DIRECTORS, DEPUTY DIRECTORS, HEADS OF SECTIONS, AREA AND CIRCUIT MANAGERS, SUBJECT ADVISERS, HEADS OF ALL INSTITUTIONS AND RECOGNISED STAFF ASSOCIATIONS AND TRADE UNIONS

OBEYANCE OF A 40 HOUR WORKING WEEK (PUBLIC SERVICE STAFF)

1. In terms of an arbitration decision by the Commission for Conciliation, Mediation and Arbitration, which is in concurrence with the provisions of the pre-revised Public Service Regulation G1.1, all personnel who are appointed in terms of the Public Service Act, 1994 (Public Service staff) are compelled to work a full 40 hour working week (excluding lunch breaks).
2. To bring the working hours in line with those which are in force at Head Office, all Public Service staff are compelled to be on duty between the hours 07h30 and 16h00, excluding the half hour lunch break which may be taken between 12h30 and 13h00, as at Head Office, or during intervals.
3. According to information gathered, there is still confusion amongst some staff members with regard to tea breaks. Tea breaks may be taken during the morning and afternoon, unless it is prevented by work pressure. Tea breaks, however, are a privilege and seeing that they form part of the official working hours, nobody can claim them as a right. Arrangements must also be made for telephones to be answered during tea breaks.
4. In view of the fact that the maintenance of the stipulated working hours is a basic condition of service, you are cordially but urgently reminded to show your commitment to service by rendering a full day's service each and every day.

MELD ASSIEBLIJE VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE. PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE.

5. In terms of the employment contract which every employee entered into with the Western Cape Education Department (WCED), it is expected of him or her to report on time for duty in the morning and not to leave his or her place of work before the official closing time.
6. Supervisors are reminded that they have the responsibility of setting an example in this regard. It is also their responsibility to ensure that the staff under their control keep to the official working hours of the WCED.
7. Your co-operation in this regard will be appreciated and you are requested to bring the contents of this circular to the attention of all Public Service staff under your control please.


ACTING HEAD: EDUCATION
DATE: 9.8.1999.