Isalathiso: 20181011-7306
Inombolo yefayili: 3/3/1/1/1/IIYURE EZISEMTHETHWENI ZOKUSEBENZA
Imibuzo: I Carolus

Isetyhula: 0038/2018
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kwiiNgcali zeMfundo eziziiNtloko, kumaSekela-Balawuli, nakwiMibutho yeeManyano zaBasebenzi eyaziwayo

Isishwankathelo esifutshane: *Iiyure zomsebenzi zamaxesha awahlukileyo kubasebenzi benkonzo karhulumente abasezi-ofisini abasebenza iiyure zomsebenzi eziqhelekileyo.*

Isihloko: Ukuvunywa kweeyure zomsebenzi zamaxesha awahlukileyo afakelwe izilungiso kubasebenzi benkonzo karhulumente abasezi-ofisini abasebenza iiyure zomsebenzi eziqhelekileyo

1. Kuthathelwa ingqalelo iimfuno zokwenziwa kweenkonzo zeSebe leMfundo leNtshona Koloni (ISebe iWCED), kwakunye neemfuno zabahlali abenzelwa iinkonzo, ndinovuyo ukunazisa ukuba iSebe i*WCED* lifakele izilungiso kumgaqo-nkqubo weeyure zomsebenzi ezahlukileyo (*staggered hours policy*). Oku kuthetha ukuba umqeshwa angathethana nesuphavayiza yakhe ngeeyure zomsebenzi lo gama eyigqiba iveki yomsebenzi yeeyure eziyi-40. Oku kuhlaziywa kwalo mgaqo-nkqubo kubangelwe kukwanda kwengxinano ngethuba lokungena nokuphuma kwiNgingqi yeSixeko saseKapa *(Cape Town city bowl)* ngethuba leeyure zikaxakeka ezindleleni (*peak traffic hours)* nayimeko embi yezithuthi zikawonke-wonke, ngakumbi iinkonzo zika*Metrorail*. Oku kuya kubavumela bonke abaqeshwa ukuba bangene yaye baphume ngokululula esixekweni.

2. Umgaqo-nkqubo ubonelela ngokuba abaqeshwa abasezi-ofisini beSebe i*WCED* abasebenza ngeeyure zomsebenzi eziqhelekileyo okanye ezamaxesha ahlukileyo, bavunyelwe ukuba benze izilungiso kudidi lwamaxesha abalukhethayo ngoku ukuqalela ngowe-01 Novemba 2018 ngokungqinelana nale migqaliselo nemimiselo ilandelayo:

2.1 Ixesha lokuqalisa emsebenzini malingabikho phambi ko-06:30 yaye elokutshayisa lingabikho semva ko-16:30.

2.2 Ixesha lokuba semsebenzini *(core time*) limiselwe ukususela ku-08:00 de kube ngu-15:30 (iiyure ezisixhenxe nemizuzu eyi-30). Ngeli xesha lokuba semsebenzini, lingabandakanywanga ixesha lekhefu lelantshi, bonke abaqeshwa mababesemsebenzini.

2.3 Ikhefu lelantshi lemizuzu eyi-30 ukususela ku-12:30 ukuya ku-13:00/13:30, ngokuxhomekeke kwitotali yeeyure ezisibhozo (engabandakanywanga amakhefu elantshi) eeyure ezisetyenzwa yonke imihla.

2.4 Iiyure zomsebenzi eziqhelekileyo zeSebe i*WCED* zisahleli zingu-07:30 ukuya ku-16:00 lize ixesha lelantshi lisusele ku-12:30 ukuya ku-13:00. Nakuphi na ukwahluka kulo mgaqo, kuya kufuneka abasebenzi benze amalungiselelo ngokuzalisa le fom iqhotyoshelweyo (isiHlomelo A).

2.5 Igunya lokuvuma izicelo zokwahluka kwiiyure zomsebenzi eziqhelekileyo zabasebenzi ngabanye, lidluliselwe kuBalawuli bamacandelo awahluka-hlukeneyo kwiSebe i*WCED* yaye izigqibo zimele ukususelwa kwiimfuno zokwenziwa komsebenzi ezihamba kunye nomsebenzi neyunithi/necandelo elichaphazelekayo.

2.6 Amaxesha omsebenzi ekuvunyelenwe ngawo aya kuhlala esebenza kude kufumaneke imvume yokuwatshintsha emva kwexesha eliziinyanga ezintandathu ubuncinane.

2.7 Iya kuhlala ingatshintshanga imigqaliselo emalunga nokuhlawulwa kwe-ovathayim. Oku kuthetha ukuba ixesha le-ovathayim legosa liya kuqala ngoko nangoko emva kokuba kugqitywe inkonzo yeeyure ezisibhozo eyenziwe ngosuku lweveki.

2.8 Iikopi zeefom apho kuvunyiweyo ukwahluka kwiiyure zesiqhelo, mazingeniswe kuMlawuli oyiNtloko weCandelo loLawulo lweMicimbi yaBasebenzi, iCandelwana lakwaNdlunkulu ukulungiselela iinjongo zeerekhodi.

2.9 Abaqeshwa mabaqinisekise ukuba bayawaswayipha amakhadi abo okungena nokuphuma (*access cards*) xe bengena kwisakhiwo ukuya kuqalisa umsebenzi naxa bephuma ngexesha lokutshayisa.

2.10 Abasebenzi mababe bahleli kwiidesika zabo ngamaxesha abawakhethileyo.

3. Bayacelwa abasebenzi ukuba baqinisekise ukuba bazilandela mbo iiyure zomsebenzi ezivunyiweyo. Ukufakelwa kwezilungiso kulo mgaqo-nkqubo kusalingwa yaye kuya kuphindwa kujongisiswe emva kweenyanga ezilishumi elinambini.

ISAYINWE: NGU-BK SCHREUDER

INTLOKO YESEBE LEMFUNDO

UMHLA: 2018-10-23

ANNEXURE A

WESTERN CAPE EDUCATION DEPARTMENT

I, _____ Persal No. _____

hereby apply for approval to work the following office hours, with effect from …… on the conditions provided for in the relevant circular. My total working time will be 8 hours per day excluding lunch break.

Please tick the appropriate box with an "X"

☐ From 06:30 to 15:00

☐ From 07:00 to 15:30

☐ From 07:30 to 16:00

☐ From 08:00 to 16:30

☐ From _____ to _____ (observing core time) with an extended lunch time of 60 minutes. Lunch time to be taken from _____ to _____ .

The motivation for my request is as follows:

_____

_____

_____

_____

I realise that staggered office hours is a privilege that may be changed or withdrawn at any time. I further undertake to comply with the times that I have indicated on this form.

SIGNATURE:..... DATE:.....

REQUEST APPROVED / NOT APPROVED

SMS MEMBER:..... DATE:.....