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Enquiries: Circuit Managers

Circular: 0002/2019

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To: Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Managers and Principals of all public schools

Short summary: *Provision of 2019 public service support staff establishments to ordinary public schools.*

Subject: Provision of 2019 public service support staff establishments to ordinary public schools

1. The revision of public service support staff establishments at all public schools for the period 01 April 2019 to 31 March 2020 was conducted in line with the approved norms and standards.
2. The aforementioned revision was conducted on the following principles:
 - a) Maintaining stability at schools for 2019.
 - b) Determining the financial impact of increasing public service support staff allocations in line with budgetary provisions for the 2019/20 medium term expenditure framework.
 - c) The rationalisation of the allocation of public service support staff to schools that have lost learners, which requires an alignment of the public service support staff allocations to the approved norms and standards.
3. Given the current fiscal challenges in the compensation of employees' budget of the Western Cape Education Department (WCED), the Head of Education has granted approval for the allocation of public service support staff posts, where there was a growth in learner numbers, only to specific no-fee schools and by applying a pro-poor approach. Due to the current fiscal challenges, the full extent of the norms and standards for support staff that schools qualify for in terms of Circular 0025/2011, dated 11 October 2011, could not be allocated.

4. A review of hostel allocations for the period 01 April 2019 to 31 March 2020 will be conducted based on the tenth school day enrolment and released to schools on or before 28 February 2019.
5. Schools that stand to lose posts due to learner decreases will receive adjusted public service support allocations for the period 01 April 2019 to 31 March 2020.
6. Ordinary public schools that stand to lose public service support staff posts on 01 April 2019 and who have contract employees in the affected posts, may not extend the contracts of the affected employees beyond 31 March 2019. Principals must inform contract employees by 31 January 2019 at the latest that due to the abolishment of posts, their contracts will not be extended beyond 31 March 2019.
7. Ordinary public schools that stand to lose public service support staff posts on 01 April 2019 and who have permanent employees in the affected posts, will have to undergo an excess declaration process similar to that followed for educators. All staff declared in excess will be matched and placed against vacant posts at other schools. The process of matching and placing will be managed by district offices. All excess employees who cannot be matched and placed will remain at their schools without changes to their conditions of service.
8. In the event that permanent posts become vacant, employees in excess will receive preference for matching and placing into such posts before approval will be granted to fill the posts on a contract basis.
9. Only in the event where an ordinary public and/or special public school qualifies for an additional public service support staff post(s), within the approved norms and standards, and has an excess public service employee(s) who is willing to be placed at the school, will the WCED approve the creation of a public service support staff post in order to absorb the excess public service employee(s).
10. The 2019 public service support staff establishments for public schools will be published on CEMIS under "Administration" on 25 January 2019.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2019-01-25