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Enquiries: Circuit Managers

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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 2021 public service support staff establishments to ordinary public schools and special schools.*

Subject: Provision of 2021 public service support staff establishments to ordinary public schools and special schools

1. The revision of public service support staff establishments at all ordinary public schools and special schools for the period 01 April 2021 to 31 March 2022 was conducted in line with the approved norms and standards.
2. The aforementioned revisions were conducted, using the following principles:
 - a) Maintaining stability at schools for 2021; and
 - b) Determining the financial impact of increasing public service support staff allocations in line with budgetary provisions for the 2021/22 medium term expenditure framework.
3. Given the current fiscal challenges in the compensation of the employees' budget of the Western Cape Education Department (WCED), it was decided to retain the current public service staff allocation for the 2021/2022 financial year. It is, however, important that all staff members are optimally utilised which, inter alia, also requires the matching and placement of excess staff in vacant posts.
4. If permanent posts become vacant, employees in excess will receive preference for matching and placement into such posts before approval will be granted to fill the posts on a contract basis.

5. Only in the event where an ordinary public and/or special school qualifies for an additional public service support staff post(s), within the approved norms and standards, and there is 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).
6. The 2021 public service support staff establishments for public schools will be published on CEMIS under "Administration" on 26 November 2020

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2020-11-25