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Strategic People Management Minute: 0007/2017

To: Deputy Directors-General, Chief Directors and Directors at Head Office

Subject: Employee Health and Wellness Day and HIV counselling and testing at the WCED Head Office

1. The Employee Health and Wellness Programme consists of Health and Productivity Management by focusing on providing advice on illnesses impacting on performance at work whilst also making employees aware of their health profile. In support of the Health Ministry's drive for HIV/AIDS testing, the Western Cape Education Department (WCED) has incorporated its HIV Counselling and Testing (HCT) campaign into the Employee Health and Wellness Day programmes.
2. The broad health assessment for all Head Office employees is scheduled to take place on 5 and 6 October 2017 from 08:30 to 15:00 on 2nd Floor Conference Room, Grand Central, Cape Town. Screens last approximately 15 to 20 minutes and employees can schedule their visits in consultation with their line managers.
3. Line managers are requested to arrange for all their employees to make use of this free service, whilst making sure that essential services are not disrupted. Employees will need to attend the event at the scheduled time slot per Chief directorate. Employees who are unable to access the service on day one or two in the allocated timeslot will be accommodated on day two from 13:00 – 15:00.
4. Kindly bring the content of this minute to the attention of all employees under your supervision.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2017-09-18