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Enquiries: Call centre

Recruitment and Selection Minute: 0006/2019

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Principals and governing bodies at schools

**Subject: Transfer, placement and secondment of staff**

1. The Western Cape Education Department (WCED) has noticed with concern that staff were being transferred to, placed at or seconded to other institutions or district offices, even to other provinces, without official approval.
2. Any movement of staff must be done within the legal framework of current policy and legislation.
3. The procedure for the transfer and secondment of staff is set out in Circular 0074/2002, Transfer of CS Educators, dated 01 July 2002, and the Implementation of the Transversal Transfer Policy Framework for the Western Cape Government (WCPG), dated 30 October 2006.
4. Please note that the delegated authority to approve transfers and secondments of staff lies at Head Office and ranges from the Director: Recruitment and Selection to the Superintendent-General, depending on the salary level of the official being transferred/seconded.
5. **Current concerns and challenges**
  - 5.1 The WCED is concerned that staff are moved without proper approval from one institution to the next because of curriculum needs, for personal reasons, because of grievance resolution, disciplinary measures, on request, etc.
  - 5.2 The biggest concern is that PERSAL (Personnel Salary System) is not updated accordingly when these transfers take place. If information on PERSAL is not reflected accurately, it has the following impact:

- 5.2.1 Errors occur on staff payroll control, such as on the pay sheet and IRP5 distribution list.
- 5.2.2 Budget calculations are erroneous and the budget does not align with expenditure.
- 5.2.3 Replacement staff cannot be appointed, as there is no indication that posts are vacant.
- 5.2.4 Provincial and national statistics and reporting are not accurate.
- 5.2.5 The WCED could receive a negative audit report.
- 6. The following procedures must be adhered to before transferring or seconding of any staff takes place:
  - 6.1 Only PL1 educators may apply for a transfer. Higher level posts must be advertised before filling vacancies.
  - 6.2 Any application for a transfer can only be considered once the applicant wrote a letter requesting and stating the reasons for the transfer. The principal, governing body and circuit manager – of both institutions – must recommend the transfer.
  - 6.3 The District Director must also recommend the transfer, especially if the transfer is interdistrict or interprovincial.
  - 6.4 In the case of secondments, the District Director must send a submission outlining the circumstances for Head Office approval.
  - 6.5 All these documents are then submitted to the Directorate: Recruitment and Selection for final approval.
  - 6.6 A staff member may only transfer, move or relocate after receiving approval from the delegated authorities. A letter of approval will be issued and all role players informed accordingly.
  - 6.7 Paymasters are also required to verify their payroll on the People Management Practices System Control Paysheet (PMPS CPS) monthly. It is important to report any changes on this system by indicating that the staff member has either transferred, retired, resigned, etc. In the case of a transfer, there should be an indication of the staff member's new location.
    - 6.7.1 If a staff member has transferred or was seconded, the proper documents must be sent to Head Office for official approval of the transfer/secondment.

- 6.7.2 Paymasters must also indicate when they have staff members on their systems who do not appear on the paysheet. They should indicate the person's name, surname, PERSAL number and where the person originated.
- 6.7.3 Paysheet control is in any event a financial control method, and any human resource-related changes must be reported to People Management Practices by sending in the appropriate nomination and control forms.
- 6.8 If you need guidance on this matter, kindly contact the Circuit Manager or the District offices.
- 7. Kindly bring the content of this minute to the attention of all employees.

**SIGNED:** LJ ELY

**DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**

**DATE:** 2019-11-22