



basic education

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REPUBLIC OF SOUTH AFRICA

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To: Heads of Provincial Education Departments
CC: Heads of Provincial Institutional Management and Governance
Human Resource Managers
District and Circuit Managers
School Principals and School Governing Bodies

CIRCULAR M2 OF 2017

MEASURES TO STRENGTHEN AND IMPROVE PERSONNEL ADMINISTRATION OF EDUCATORS IN ORDER TO IMPROVE FINDINGS RAISED ON RECORD MANAGEMENT

Personnel administration of educators is of utmost importance as it assists with the record keeping of each educator employed at a particular school. Administration includes the record keeping of each employee, leave administration, qualification verification, and citizenship verification amongst others.

The Public Service Commission Report on the Management of Leave in the Public Service, Auditor General of South Africa and the school audit monitoring visits, necessitated a need for guidance/measures to be developed to clarify the processes involved in the administration of personal information of educators. It was evident during these consultations that record keeping is inconsistent and requires an intervention. The following findings were raised:

- (a) Not all leave taken was filed in personnel files;
- (b) Leave Forms were kept in separate files;
- (c) Some leave forms did not belong to the educators;
- (d) South African Council of Educators Registration certificates not on file or not updated;
- (e) Reconciliations of leave forms not completed;
- (f) Curriculum Vitae's not updated and included on file;
- (g) Medical Certificates or other supporting documentation for leave not kept on file;
- (h) Leave hours taken not completed with a full leave form;
- (i) Documentation not arranged in chronological order; and
- (j) No copies of qualifications on file.

The following guidance is recommended to be implemented:

1. Documents to include in a personnel file

Officials responsible for filing personnel information must always ensure to include only the necessary documentation. Necessary documentation are those which an employer/employee might require for legal or audit matters. The following documentation should be included in the personnel file, keeping in mind that only factual and accurate documentation are filed:

- (a) Reconciliation of leave taken and supporting documentation;
- (b) Supporting documentation for leave forms for e.g., doctor's certificate for sick leave taken;
- (c) Z83 application form;
- (d) Job description and work plan;
- (e) Updated Curriculum Vitae;
- (f) South African Council of Educators registration (please update the certificate if the educator obtained a provisional certificate);
- (g) Certified copies of qualifications obtained;
- (h) Certified copy of identity document/permit;
- (i) Copies of training courses attended;
- (j) Other documentation such as housing allowances; and
- (k) Appointment letter.

2. Methodology to utilise when filing documentation

In pursuit of establishing a uniform system of filing in schools throughout the schooling system, it is recommended that the following methodology be utilised when filing:

- 2.1 Step 1: A standard flip file or arch file to be utilised;
- 2.2 Step 2: Front cover to include full names and surname of the educator as they appear on the official South African identity document/permit with a personnel number;
- 2.3 Step 3: Left hand side of the inside of the file should include the table of contents/Index for the file;
- 2.4 Step 4: Create dividers for each section mentioned on the table of contents/index as follows:
 - (a) Section A - Personal and Contact Details;
 - (b) Section B - Z83 Job Application form;
 - (c) Section C - Updated Curriculum Vitae;
 - (d) Section D - South African Council of Educators registration;
 - (e) Section E - Certified copies of qualifications obtained;
 - (f) Section F - Certified copy of identity document/permit;
 - (g) Section G - Appointment letter;
 - (h) Section H - Job description and work plan;
 - (i) Section I - Reconciliation of leave taken and all leave forms; and
 - (j) Section J - Any other documentation deemed necessary.

2.5 Step 5: Ensure the following is performed:

- (a) Avoid duplication of documentation;
- (b) Educators should not be prohibited to share files. Each educator to possess their own file;
- (c) All documentation must be annually updated;
- (d) Reconciliation of leave forms to be performed at least on a quarterly basis;
- (e) Qualifications to be filed in reverse chronological order; and
- (f) Authorised leave forms to be filed in reverse chronological order.

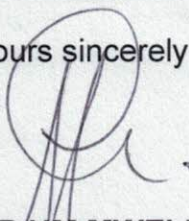
Personnel files should be safely stored and regularly updated as educators continue with their professional development, change of marriage status, relocate, take leave, and/or be promoted. These files should be safely locked away in a store room, administration office, or principal's office. The choice of storage should ensure security and confidentiality of the information in the files. Educator's documentation should be kept for a period of five (5) years.

Taking into account any unforeseen events, the school should ensure that there is always back-up of the information in the personnel files. This may be done through scanning of each document filed and safely storing the information on a disc or USB stick.

You are kindly requested to bring Circular M2 of 2017 to the attention of all District Directors, Heads of Provincial Institutional Management and Governance, Human Resource Managers, School Principals and School Governing Bodies.

All enquiries related to this circular should be directed to the contact details as indicated above.

Yours sincerely



MR/HM MWELI
DIRECTOR-GENERAL
DATE: 17/10/2017