

Resolution

No 7

EDUCATION LABOUR RELATIONS COUNCIL

RESOLUTION NO: 7 OF 1998

WORKLOAD OF EDUCATORS (SCHOOL BASED)

1. THE PARTIES TO THE ELRC NOTE:

- 1.1 The provisions of chapter two of the Basic Conditions of Employment Act No: 75 of 1997.
- 1.2 The need to ensure efficient operation of the workplace by regulating workloads for school based educators.
- 1.3 The absence over the years of uniform regulations on workloads and/or agreement by parties to council on workloads regulated by specific working times for school based educators.
- 1.4 The need to have prescribed workloads.

2. THE PARTIES AGREE AS FOLLOWS:

2.1 Scope of Agreement.

This agreement applies to and binds:

2.1.1 The employer.

2.1.2 All the employees of the employer as defined in the Employment of Educator's Act of 1998 whether such employees are members of trade union parties to this agreement or not, excluding educators at colleges, departmental offices and adult basic education centres.

2.2 Workload of Educators (School Based)

2.2.1 Parties to Council agree:-

- a) to the attached document (Annexure A) entitled "Workload of Educators (School Based)"; and
- b) to the document being included in the Personnel Administration Measures (PAM) for educators.

2.3 INTERPRETATION

That this agreement be interpreted as follows:-

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2.3.1 Any reference to one sex be read to include both sexes unless the context indicates otherwise.

2.3.2 That the primary objective of this agreement be the guiding principle.

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2.3.3 In compliance with applicable legislation.

2.4. DATE OF IMPLEMENTATION AND DURATION.

This agreement shall, in respect of parties and non-parties, come into operation on the date it is signed in Council and shall remain in force for a period of two years from the effective date, subject to an annual review.

2.5 DEFINITIONS:

2.5.1 "Constitution" means the Constitution of the Republic of South Africa Act No: 108 of 1996

2.5.2 "Core Curriculum" refers to basic learning experiences and activities that all learners should be exposed to as part of general education.

2.5.3 "Curriculum" means all aspects of the learning and teaching process which learners actively engage with and includes activities and experiences provided and expressed in the school situation.

2.5.4 "Council" means the Education Labour Relations Council.

2.5.5 "Employee" means an educator as defined in the Employment of Educators Act, 1998.

2.5.6 "Employer" means the employer as defined in the Employment of Educators Act, 1998.

2.5.7 "Extra and Co-Curricular activities" refers to such activities and experiences not included in the core curriculum but that may be incidental, to the curriculum and the teaching learning process and includes such activities and experiences that may be entertained during and after hours.

2.5.8 formal school day:- means a day when pupils and educators are expected to be at school in terms of the applicable school calendar, commencing and terminating at times determined by the school governing body in terms of section 20(1)(f) of the South African Schools Act, 1996.

2.5.9 "Full time educator" means all educators not employed on a part time basis and includes temporary, substitute and permanent educators.

2.5.10 "Pastoral duties" means duties related to ground activities, detention of learners, scholar patrol, discipline, counseling, guidance and any other related duties that is part of the formal school day.

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- 2.5.11 scheduled teaching time:- is the actual teaching time where the educator is in direct contact with the learners in a teaching/learning situation involving the delivery of the academic curriculum obligations of the school.
- 2.5.12 "Special reasons for absence" means leave as contemplated in regulations and with the prior permission of the Principal.
- 2.5.13 All terms used has the same meaning as that contained in the Employment of Educators Act of 1998, unless otherwise defined.



JMB


THUS DONE AND SIGNED AT JOHANNESBURG ON THIS THE
11th DAY OF NOVEMBER 1998.

ON BEHALF OF THE EMPLOYER

DEPARTMENT	NAME	SIGNATURE
		<i>J M Danga</i>

ON BEHALF OF THE EMPLOYEE PARTIES

TRADE UNION	NAME	SIGNATURE
<i>SADTU</i>	<i>T.W. NKEZI</i>	<i>T.W. Nkezi</i>
<i>SATOU</i>	<i>JC KOOPER</i>	<i>JC Kooper</i>
<i>MAPTOSA</i>	<i>A.A. LEWIS</i>	<i>A.A. Lewis</i>

ANNEXURE A

WORKLOAD OF EDUCATORS (SCHOOL BASED)

1. INTRODUCTION

- 1.1 This document covers all full-time educators that are school based, inclusive of Primary, Secondary and LSEN schools.
- 1.2 It is only fair to expect of educators, as part of the broader Public Service, to work a minimum of 1800 actual prescribed hours per annum. Posts in the broader public service are provided for at 1800 actual working hours after allowance for absences such as leave and sick leave and for rest periods. With broadbanding educators and Public Service Act staff are remunerated according to the same structure.
- 1.3 The work done by educators includes the following core duties covered during a *formal school day* (with or without contact with the pupils) and outside the *formal school day*.

1.3.1 DURING THE *FORMAL SCHOOL DAY*

- a) Scheduled teaching time
- b) Relief teaching
- c) Extra and co-curricular duties
- d) Pastoral duties (ground, detention, scholar patrol, etc.)
- e) Administration
- f) Supervisory and management functions
- g) Professional duties (meetings, workshops, seminars, conferences) etc.)
- h) Planning, preparation and evaluation.

1.3.2 OUTSIDE THE *FORMAL SCHOOL DAY*

- a) Planning, preparation and evaluation
- b) Extra and co-curricular duties
- c) Professional duties (meetings, workshops, seminars, conferences) etc.
- d) Professional development.

- 1.4 Each post level within a school has different duties and responsibilities, encompassing the core duties outlined at 1.3, but to a varying degree.
- 1.5 There should be an equitable distribution of workload between the various post levels and within a post level, to ensure that one or two of the levels or an educator is not over burdened.

- 1.6 The expectation is that every educator must be able to account for 1800 actual working hours per annum.

2. WORKLOAD PER EDUCATOR

- 2.1 All educators should be at school during the *formal school day*, which should not be less than 7 hours per day, except for special reasons and with the prior permission of the Principal. The Principal will exercise his/her discretion in this regard based on provincial policy.

The 7 hours per day includes the breaks and the period/s in which the learners are not at school.

- 2.2 *Scheduled teaching time* during the *formal school day* will be specified with time allocation per post level. The allocation of subjects, timetable and resultant *scheduled teaching time* to be determined by the Principal after consultation with the educator staff. (Refer paragraph 3)

- 2.3 All other duties are specified and allocated by the Principal after consultation with the educator staff. Educators will be expected to perform the core duties, as outlined at 1.3, both within and outside of the *formal school day*, and with the understanding that none of these may diminish the overall amount of *scheduled teaching time* or negatively impact upon the curriculum.

- 2.4 All educators may be required by the employer to attend programmes for ongoing professional development, up to a maximum of 80 hours per annum. These programmes to be conducted outside the *formal school day* or during the vacations.

The employer shall give at least one term notice of programmes to be conducted during the school vacations.

3. SCHEDULED TEACHING TIME PER POST LEVEL

- 3.1 The time allocated for teaching in respect of different post levels will differ according to the size of the school. In smaller schools Principals and their Deputies are required to do more teaching than in large schools with bigger staff establishments. The actual hours must therefore be established in relation to the curriculum needs of the school, the timetable and staff establishment of the school.

- 3.2 The allocation of *scheduled teaching time* should be done in such a manner that it:-

- a) maximises the individual abilities of all educators and
- b) optimises teaching and learning at the institutional level.

- 3.3 In general terms, the following may be considered as guidelines in determining the *scheduled teaching time*:-

3.3.1 PRIMARY SCHOOL

Post level 1	:	Between 85% and 92%
Post level 2	:	Between 85% and 90%
Deputy Principal	:	60%
Principal	:	Between 10% and 92%, depending on which post level appointed to.

NB. Principals at post level 1 are expected to teach 100% of the *scheduled teaching time*.

3.3.2 SECONDARY SCHOOL

Post level 1	:	Between 85% and 90%
Post level 2	:	85%
Deputy Principal	:	60%
Principal	:	Between 5% and 60%, depending on which post level appointed to.

NOTE: It is understood that the percentage scheduled teaching time allocated to educators at an institution has a direct impact on class size.

4. CONCLUSION

It is acknowledged that the professional commitment of the educator, and the nature of the work, will serve to ensure that most educators will work more than the requisite hours of the Public Service, rather than less.

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JNB