

EDUCATION LABOUR RELATIONS COUNCIL

RESOLUTION NO. 1 OF 2000

**WORKLOAD OF EDUCATORS (COLLEGE
BASED, EXCLUDING COLLEGES OF
EDUCATION)**



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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 workload for college 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 college 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 Educators' Act of 1998, whether such employees are members of trade union parties to this agreement or not, who are employed at colleges, excluding colleges of education.

2.2 Workload of Educators (college based)

2.2.1 Parties to Council agree:-

- a) to the attached document (Annexure A) entitled: "Workload of Educators (college based, excluding colleges of education)", 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:-

- 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.
- 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 effect on the date it is signed in Council.

2.5 DEFINITIONS:


- 2.5.1 "Constitution" means the Constitution of the Republic of South Africa Act No: 108 of 1996.
- 2.5.2 "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 relevant college situation.
- 2.5.3 "Council" means the Education Labour Relations Council.
- 2.5.4 "College Council" means the governing body of a college or a public further education and training institution.
- 2.5.5 "Employee" means an educator as defined in the Employment of Educators' Act, 1998.
- 2.5.6 "Extra and Co-Curricular activities" refers to such activities and experiences not included in the curriculum but that may be incidental to the curriculum and the teaching/training and learning process and includes such activities and experiences that may be entertained during and after hours.
- 2.5.7 "Formal college day":- means a day when students and educators are expected to be at the college in terms of the applicable college calendar, and may consist of one or more sessions, viz. a morning, afternoon and an evening session.
- 2.5.8 "Full-time educator" means all educators not employed on a part-time basis and includes temporary, substitute and permanent educators.
- 2.5.9 "Part-time educator" means all educators not employed on a full-time basis.



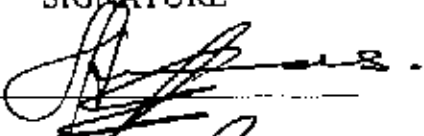
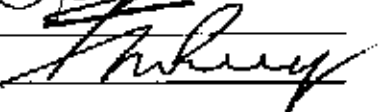
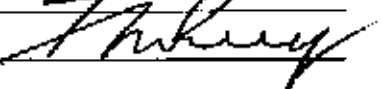
- 2.5.10 "Pastoral duties" means duties related to discipline, counselling, guidance and any other related duties which may include administrative duties which is part of the formal college day.
- 2.5.11 "Scheduled contact hours" is the actual contact hours where the educator is in direct contact with the learners in a teaching/learning/training situation involving the delivery of the academic curriculum obligations of the college.
- 2.5.12 "Special reasons for absence" means leave as contemplated in regulations and with the prior permission of the Head of the institution.
- 2.5.13 All terms used have the same meaning as those contained in the Employment of Educators' Act of 1998, unless otherwise defined.

THUS DONE AND SIGNED AT JOHANNESBURG ON THIS THE 03rd DAY OF FEBRUARY 2000.

ON BEHALF OF THE EMPLOYER:

DEPARTMENT	NAME	SIGNATURE
DOE	D. Seimelle	

ON BEHALF OF THE EMPLOYEE PARTIES:

TRADE UNION	NAME	SIGNATURE
NAPTOSA	H. HENDRICKS	
SATOU	C. KLOPPER	
SADTU	Edwin M. Pillay	

WORKLOAD OF EDUCATORS (COLLEGE BASED, EXCLUDING COLLEGES OF EDUCATION)

1. INTRODUCTION

- 1.1 This document covers all full-time educators that are college based, excluding educators that are appointed in colleges of education.
- 1.2 It is only fair to expect educators, as part of the broader Public Service, to work 1800 hours per annum. Posts in the broader public service are provided for at 1800 actual working hours after allowance for absences such as vacation leave, 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 college day (with or without contact with the learners) and outside the formal college day.
 - a) Scheduled contact hours
 - b) Relief teaching
 - c) Extra and co-curricular duties
 - d) Pastoral duties
 - e) Administration
 - f) Supervisory and management functions
 - g) Professional duties (meetings, workshops, official college functions, seminars, conferences, etc.)
 - h) Planning, preparation and evaluation.
 - i) Professional development.
- 1.4 Each post level within a college 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 neither one or two of the levels or an educator is 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 their college during a formal college day. A formal college day should comprise not fewer than 7 hours, but the Head of an institution:

- a) based on provincial policy and
- b) provided the 35 hours workweek is adhered to,

may make exceptions.

The 7 hours per day includes the breaks and a lecturer who, as part of his job, has to visit companies to recruit students.

2.2 Scheduled contact hours during the formal college day will be specified with time allocation per post level. The allocation of subjects, timetable and resultant scheduled contact hours to be determined by the Head of the institution after consultations with the educator staff (refer paragraph 3).

2.3 All other duties are specified and allocated by the Head of the institution after consultations 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 college day, and with the understanding that none of these may diminish the overall number of scheduled contact hours 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 college day or during the vacations.

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

3. SCHEDULED CONTACT HOURS

3.1 The time allocated for teaching in respect of different post levels will differ.

3.2 The allocation of scheduled contact hours should be done in such a manner that it -

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

3.3 Where classes are so arranged that a member of the lecturing staff does not meet the required hours per week of actual contact time, determined in terms of paragraph 3.4.3, he/she may, in respect of the shortfall, be required to lecture to any class for part-time students attached to such college without receiving additional remuneration therefor. This must be done through consultation and in a fair, transparent and equitable manner.

3.4 In general terms, the following serves as guidelines in determining the scheduled contact hours:-

3.4.1 Heads of colleges

The task of the Head of the institution is first and foremost that of manager and leader of an institution for post-school education. His/her aims should be the advancement and development of the total spectrum of interests of the College, as well as active support of the policy prescribed from time to time by the provincial education department.

3.4.2 Management Staff (Post Level 3 and higher)

Management staff is expected to give instructions as part of their normal duties.

Apart from the actual contact hours, management and administrative duties, they are mainly responsible for tasks delegated to them by the Head of the institution, as well as for the continued growth of the college.

3.4.3 Lecturers and Senior Lecturers (PL 1 and 2)

Their primary task as educators is effective teaching and not mere training. This includes being well-informed about their field of study by reading professional, scientific and technical journals and by paying visits to commercial, industrial or other relevant bodies.

NOTE: 1 Actual contact hours on post level 3 and higher should be between 5 hours and 15 hours per week; except for heads of institutions at post level 3. Subject to efficient curriculum delivery and an equitable workload, Heads of institutions at post level 3 may have no actual contact hours.

Actual contact hours on post-level 2 should be between 18 hours and 22.5 hours per week.

Actual contact hours for post level 1 educators should be between 22.5 hours and 25 hours per week.

NOTE: 2 Educators not lecturing (no actual contact hours) shall observe a work week of 40 hours.

NOTE 3 The above actual contact hours excludes contact hours in terms of a part-time appointment of full-time educators.

MINIMUM NUMBER OF TEACHING HOURS PER WEEK AND THE APPOINTMENT OF FULL-TIME TEACHING STAFF, IN A PART-TIME CAPACITY, AT COLLEGES OFFERING APPROVED PART-TIME CLASSES

The minimum number of teaching hours per week before staff of a college may be appointed part-time, and the maximum number of additional hours per week for which part-time appointments can be made are as follows:

Level Of Post	Post Designation	Minimum Number of Teaching hours Per week	Maximum number of additional hours Per week for which part-time appointments can be made
1	Lecturer	22.5 hours	12 hours
2	Senior Lecturer	22.5 hours	12 hours
3	Head of Division/ Deputy Heads of institutions	15 hours	6 hours
4	# Deputy Heads of institutions	***	6 hours (only if no full-time staff are available)
3/4/5/6	Head of Institutions		6 hours (only in very exceptional cases and if no full-time staff are available)

Equal ranks as well

*** Minimum number of hours is not laid down with the proviso that the staff members involved do not qualify for part-time appointments if formal day classes are not offered.

Staff in teaching posts must comply with the above minimum number of teaching hours in order to qualify for appointment for bona fide part-time teaching. Heads of institutions, with delegated authority can, for the purposes of the appointment of full-time staff in part-time teaching posts, increase the minimum number of hours required before staff may be appointed to part-time teaching posts, within the prescribed hours as mentioned in note (1) of this resolution to suit local requirements.

Full-time staff qualify for appointment for part-time teaching for approved part-time classes. Heads of institutions must ensure that part-time classes are not created to provide an opportunity for additional income for full-time staff.