



Reference: 20200518-6190
File no.: 3/3/2/3
Enquiries: Call Centre

RECRUITMENT AND SELECTION MINUTE: 0001/2020

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads of all educational institutions and Chairpersons of school governing bodies

Subject: Appointment of substitute educators at institutions in respect of the COVID-19 pandemic

1. This minute must be read in conjunction with Recruitment and Selection Minute 0002/2016 (Appointment of substitute educators for short periods at educational institutions).
2. To ensure continued service delivery during the national state of disaster, following the outbreak of the COVID-19 pandemic, also known as the novel Coronavirus, the Western Cape Education Department reviewed the provision in respect of the appointment of substitute educators at educational institutions (schools).
3. Institutions will qualify for the appointment of a substitute from day one (1) of the absence of an educator employed at an institution in a funded post on the staff establishment of said institution when:
 - a) **an employee tested positive and is hospitalised;**
 - b) **an employee is placed in quarantine;** and
 - c) **an employee is placed in isolation.**
4. The application for a substitute appointment must include supporting evidence that the educator's absence is related to COVID-19.
5. The provision contained in this minute is for COVID-19 related cases only and will terminate on the date that the national state of disaster is lifted.
6. The provisions as set out in Recruitment and Selection Minute 0002/2016 remain in place (after 15 days) for the appointment of substitutes other than COVID-19 related cases.
7. The submission of applications for substitute appointments in terms of this provision must follow the standard, prescribed process, as set out in Recruitment and Selection Minute 0002/2016 (i.e. via the Directorate: Recruitment and Selection).

8. Kindly ensure that the information is communicated to all stakeholders.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2020-06-03