



02/2025

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BOTALLIG VERKLAAR:**Is dit die einde van jou
onderwysloopbaan?**

Elke jaar gedurende September, is skole veronderstel om hulle nuwe postevoorsiening te ontvang. Laasgenoemde stel skole in kennis van die hoeveelheid poste waarvoor hulle kwalifiseer.

Indien die skool se leerdergetalle afgeneem het, kan dit beteken dat die skool 'n pos/te verloor het.

Dit is te verstane dat hierdie 'n stresvolle tydperk vir opvoeders is. Veral as hul skool een of meer poste verloor het.

Wat gebeur as 'n skool 'n pos/te verloor?

Die skool moet die proses soos beskryf in Kollektiewe Ooreenkoms 4 van 2016 tesame met HRM 38 van 2025 volg. [Klik hier](#) om 'n afskrif van die Ooreenkoms af te laai. [Klik hier](#) om 'n afskrif van HRM 38 van 2025 af te laai.

Die bogenoemde dokumente beskryf die stappe wat gevolg moet word om te bepaal wie botallig verklaar gaan word, asook die daarop volgende stappe wat gevolg sal word om die botallige opvoeders toepaslik te plaas.

Hoe identifiseer die departement van onderwys wie addisioneel tot die nuwe personeelvoorsiening verklaar gaan word?

1. Die skoolhoof moet sy/haar personeel in kennis stel van die nuwe personeelvoorsiening en die proses verduidelik wat gevolg sal word om botallige opvoeder/s te identifiseer wat nie op die nuwe personeelvoorsiening geakkommodeer kan word nie. Die inligting moet vir almal toeganklik wees.
2. Die skoolhoof moet 'n formele personeelvergadering belê waartydens daar met die personeel gekonsulteer word ten opsigte van moontlike kriteria wat aangewend kan word om opvoeders addisioneel tot die personeelvoorsiening te identifiseer. Op hierdie stadium moet die skoolhoof 'n geleentheid bied aan opvoeders wat vrywillig addisioneel verklaar wil word, om na vore te tree.
3. Die skoolhoof kan aanbeveel dat opvoeders wat addisioneel tot die personeelvoorsiening verklaar word, geabsorbeer word in vakatures wat binne die volgende ses

DECLARED IN EXCESS:**Is this the end of your
teaching career?**

Every year during September, schools are suppose to receive their new post provisioning norms. The latter inform schools of the number of posts it qualifies for.

If the school's learner numbers decreased, it might mean that the school lost a post/s.

This is understandably a stressful period for educators. Especially if their school lost one or more posts.

What happens if a school loses a post/s?

The school have to commence with the process described in Collective Agreement 4 of 2016 read together with HRM 38 of 2025. [Click here](#) to download a copy of the Agreement 4 of 2016. [Click here](#) to download a copy of HRM 38 of 2025.

The above-mentioned documents describe the steps that must be followed to determine who is going to be declared in excess, as well as the consequent steps that will be followed to suitably place the teachers declared in excess.

How does the department of education identify who is going to be declared additional to the new staff establishment?

1. The principal must inform his/her staff of the school's new staff establishment and explain the process that will be followed to identify the educator/s who cannot be accommodated on the new staff establishment. The information must be accessible to all.
2. The principal must call a formal staff meeting during which he/she will consult with the staff to discuss possible criteria that can be used to identify the educators additional to the staff establishment. At this stage, the principal should provide an opportunity to educators who would like to volunteer to be declared in excess, to step forward.
3. The principal may recommend that educators who are declared in addition to the staff establishment, be absorbed in vacancies that will exist within in the next six months as a result of resignations, promotions, retirement and medical boarding.

maande sal ontstaan as gevolg van bedankings, bevorderings, aftrede en mediese ongeskikverklaring.

4. Die skoolhoof, tesame met die kringbestuurder, besluit saam wie as addisioneel verklaar gaan word deur die volgende in oorweging te neem:
 - Die insette van die personeel tydens die formele personeelvergadering.
 - Die kurrikulumbehoefte en verpligtinge van die skool
 - Die aantal periodes
 - Die skoolrooster
 - Die toekenning van leerders aan klasse
5. Een verteenwoordiger van elke vakbond tot RAVO, moet na hierdie vergadering as waarnemer uitgenooi word.
6. Indien 'n besluit ten opsigte van twee of meer opvoeders wat om dieselfde pos meeding geneem moet word, sal die beginsel van laaste in, eerste uit /LIFO, toegepas word. Vir LIFO, is 'n opvoeder se aaneenlopende, ononderbroke diens by enige openbare skool, toepaslik. **Dit beteken diens gelewer by 'n ander skool voor 'n oorplasing, sal ook relevant wees.** Sien paragraaf 5.6.5 van HRM 38 van 2025 vir addisionele LIFO kriteria.
7. Dit is belangrik om daarop te let dat daar geen direkte verband bestaan tussen die opvoeder, en die pos wat addisioneel verklaar word nie.
8. Die opvoeder/s wat as botallig geïdentifiseer is, sal skriftelik deur die provinsiale departement van onderwys in kennis gestel word.

Wat gaan met my gebeur as ek addisioneel tot die nuwe personeelvoorsiening verklaar is?

U gaan nie ontslaan/ afgedank word nie. Die provinsiale departement van onderwys het 'n wetlike verpligting ten opsigte van u geskikplasing. Dit beteken die departement kan u na 'n ander pos wat by u kwalifikasies en ondervinding pas, oorplaas.

Hoe werk die proses van geskikplasing?

1. Die departement kan slegs op aanbeveling van die ontvangende skool se beheerliggaam, 'n opvoeder permanent oorplaas.
2. Die departement kan 'n lys van vakatures, en die meegaande pos profiele, aan die botallige opvoeder voorhou, wat die opvoeder dus van opsies voorsien. Indien die opvoeder versuim om 'n keuse te maak, kan die departement namens die opvoeder 'n keuse uitoefen. Sien paragraaf 5.6.12 van HRM 38 van 2025 vir die prosedure rakende die indiening van voorkeur lyste.
3. Na ontvangs van die opvoeder se keuse/s sal die departement die oorplasings versoek/e aan die beheerliggaam van die skool/e voorlê vir oorweging.

4. The principal together with the circuit manager then decide who will be declared in excess by taking the following into consideration:

- The views of the staff as expressed during the formal meeting.
- The curriculum needs and obligations of the school
- The number of classes
- The timetable
- The allocation of learners to classes

5. One union representative per trade union party to the ELRC must be invited to observe this meeting.
6. If a decision has to be taken regarding two or more educators competing for the same post, the principle of last in, first out /LIFO, shall be applied. With regards to LIFO, an educator's continuous service at any public school will be applicable. **This means service rendered at another school prior to being transferred for example, will also be relevant.** Also see paragraph 5.6.5 of HRM 38 of 2025 for additional LIFO criteria.
7. It is important to take note that there is no direct relation between the educator who will be declared in addition, and the post that was identified as in addition.
8. The educator/s who have been identified as in addition, will be notified in writing by the provincial department of education.

What is going to happen to me if I have been declared in addition to the new staff establishment?

You are not going to be dismissed. The provincial department of education has a legal obligation to your suitable placement at another institution. This means the department can transfer you to another post that matches your skills and experience.

How does the process of suitable placement work?

1. The department can only transfer an educator permanently to another school on the recommendation of that school's governing body.
2. The department shall provide the educator with a list of vacancies and their accompanying profiles from which the educator declared in addition, may choose. If the educator fails to make a choice, the department may choose on the educator's behalf. Also see paragraph 5.6.12 of HRM 38 of 2025 for procedure on the submission of the preference list.
3. After receiving the educator's choice/s, the department will submit the transfer request/s to the governing body of the school/s for consideration.
4. Take note that the Head of the Department may transfer an educator to a school temporarily without the recommendation of the governing body.

4. Neem kennis dat die Hoof van Onderwys 'n opvoeder tydelik na 'n skool mag oorplaas sonder die aanbeveling van die beheerliggaam.
5. Indien geeneen van die opvoeder se keuses verwesenlik kan word nie, sal die departement binne magte wees om 'n plasing by 'n ander skool aan te bied. Die opvoeder moet binne 5 werksdae na ontvangs van die skriftelike kennisgewing, aandui of die plasing aanvaar word al dan nie. Indien die plasing nie aanvaar word nie, moet geldige, billike redes vir die verwerping daarvan, verskaf word.
6. Die opvoeder moet die geleentheid gegun word om skriftelike verhoë in te dien ALVORENS die departement die beheerliggaam van die ontvangende skool nader.
7. Die opvoeder moet **30 skooldae** kennis van die oorplasing by finalisering, gegee word.
8. Indien 'n opvoeder 'n aanbod van 'n geskikte plasing van die hand wys, kan die departement met die aflegging van die opvoeder, begin.

Watter faktore moet die provinsiale departement in ag neem wanneer hulle moontlike geskikplasinge vir my identifiseer?

- Kwalifikasies en ondervinding
- Familieverantwoordelikhede
- Woonadres
- Die afstand na die voorgestelde skool/e versus u huidige skool

Indien een of meer van die bogenoemde stappe nie gevolg word nie, wat staan my te doen?

U het die reg om 'n grief te verklaar. U word sterk aangeraai om die grief eerder vroeër as later in te dien. Die grief moet by u skoolhoof **en** kringbestuurder ingedien word. Maak afskrifte van die grief ingedien, en bekom bewyse van indiening.

Voltooi asseblief Bylaag E - bl18 van HRM 38 van 2025 vir enige griewe.

5. If none of the educator's choices can be realised, then the department may offer placement at another school. The educator must, within 5 working days of receiving the written notification, indicate whether the placement is accepted, or if it is not, provide valid, reasonable reasons for rejecting the proposed placement. You can not refuse a placement simply because you do not like the proposed school.
6. The educator must be given an opportunity to submit written representations BEFORE the department approaches the governing body of the school.
7. The educator must be given **30 school days' notice** of the transfer upon finalization.
8. If an educator declines an offer of suitable placement, the department may commence with retrenching the educator.

Which factors must the provincial department take into consideration when they identify possible suitable placements for me?

- Qualifications and experience
- Family responsibilities
- Place of residence - location
- The distance to the proposed school/s versus your current school

What can I do if one or more of the steps described above, are not followed?

You have a right to lodge a grievance. It is strongly advised that it should be done as soon as possible. The grievance must be submitted to the principal **and** circuit manager. Make copies of the grievance submitted, and obtain proof of receipt.

Please complete Annexure E – pg 18 of HRM 38 of 2025 for any grievances.

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