

PERSONEELBESTUUR

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DATE: 13 May 2021



DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION

Nothing will kill a GREAT
employee *faster* than
WATCHING YOU tolerate a
bad one

- Perry Belcher, co-founder digitalmarketer.com -

POLICIES are there to protect you

- ✓ Code of Conduct for educators



Management of leave

Challenge 1: Staff members are human. They get sick, take chances, have families and have personal issues to deal with

- ✓The principal must be the first to know
- ✓Staff must know the protocol for absentees – report, provide evidence, complete documents
- ✓Staff members must complete a leave form for each day that they are absent
- ✓Look out for patterns – demand proof
- ✓Leave for part of a school day –complete leave form per hour – 7 hours = 1 day
- ✓Manage the leave of your staff
- ✓Too much absent – meeting with the staff member



Conduct of staff

Challenge 2: Staff members have personalities, attitudes and habits

- ✓ Have a clear policy regarding dress code of staff
- ✓ Follow up immediately on bad language and crude jokes
- ✓ Have a policy on staff conduct after hours – e.g. drinking in pubs with staff shirt on, socializing with learners, fighting in public...
- ✓ Smoking on school premises
- ✓ Be vigilant for gossiping and bad mouthing of colleagues



Late coming

Challenge 3: What will you do with a regular late comer on your staff?

- ✓ Have a clear policy regarding late coming of staff
- ✓ Follow up immediately on late coming
- ✓ Staff must have protocol for informing management of possible late coming
- ✓ Follow disciplinary procedures for regular late coming patterns



Allocation of subjects and work load

Challenge 4: How do I allocate work load amongst my staff?

- ✓The PAM is clear on the workload of all staff members
- ✓Is it wise to appoint an educator in a subject with no training or experience there of?
- ✓Appoint level-headed, subject-experienced staff members in senior positions
- ✓Have clear guidelines for HODs, subject heads and grade heads
- ✓Acting positions – appoint for 3 months on a rotation basis. This way you will find your best candidate



Extra-mural activities

Challenge 5: Not every one is serious about their extra-mural activities

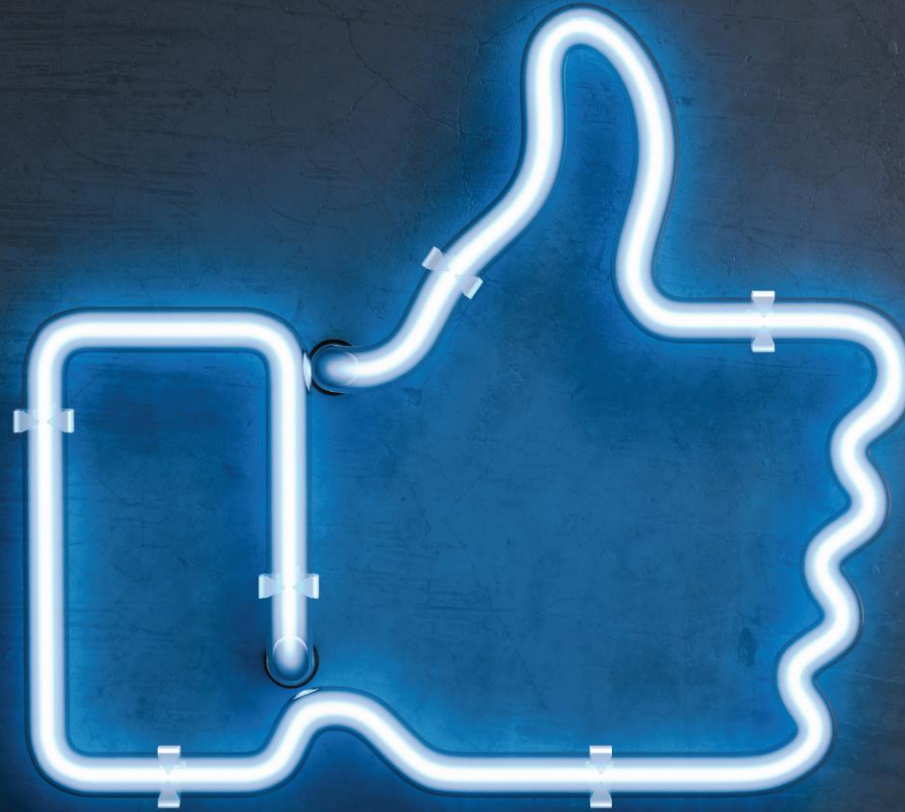
- ✓The PAM is clear that staff must work **MINIMUM** 7 hours per day
- ✓Follow up immediately if a coach/team manager is reported for not attending, late coming, etc
- ✓How should I handle a staff member who refuses to do extra-mural activities? Meet, find out why, try alternative activities



The secret to being a super HR manager

- ✓ Understand and know your staff
- ✓ Lead by example
- ✓ Support ALL sport and cultural codes!
- ✓ Appreciate their long hours after school
- ✓ Make sure your staff is well-equipped to do their task

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