

GDE TRANSFERS SCHOOL BASED EMPLOYEES OORPLASINGS

APPROVED TRANSFER POLICY SIGNED

12 MARCH 2020

EFFECTIVE 01 AUGUST 2020



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PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

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POLICY IMPERATIVES

- ☐ NO employee shall be transferred unless s/he meets the requirements of the post
- ☐ **The receiving post must be substantive**
- ☐ NO TRANSFER for employees on probation
- ☐ The department will not be liable for costs incurred related to the transfer
- ☐ A transfer **must not** be used to move staff on personal preference, or to avoid filling posts through recruitment processes, or as a punitive measure
- ☐ Additional staff (**excess**) may only apply for single transfers
- ☐ Educator transfers will be approved for the start of the following academic term
- ☐ Educator PL1 single transfers will only be considered if no suitable graduate can be placed

POLICY IMPERATIVES

- ☐ Cross transfers can only happen on concomitant posts:-
 - A Secondary school educator cannot cross with a Primary school educator
 - Consider QUALIFICATIONS not EXPERIENCE (PAM)
- ☐ A transfer becomes EFFECTIVE **after** approval from the DELEGATED AUTHORITY, **no MOVEMENT until an approval letter is issued**
- ☐ Submission must be **at least 6 weeks** before intended transfer date



Important to note about transfers

Single Transfer	<ul style="list-style-type: none">• One employee from a school to another where there is a substantive post-same level• One employee from a school to the office – same level• One employee from a school to another school/office in another department- same level
Cross Transfer	<ul style="list-style-type: none">• Two employees with the same competencies exchanging workstations
Eligibility	<ul style="list-style-type: none">• PS – SL2 to SL 6 - PERMANENT employees across GDE• Educators – L1 PERMANENT employees, including therapists and• L2 - L4 PERMANENT employees with permission from the HOD
Responsibility	<p>The success of a transfer lies with the applicant</p> <p>The applicant must discuss his/her intend with their supervisor (Principal)</p> <p>District can assist with database of vacant post (if available)</p> <p>The applicant must ensure that all the items on the checklist in section A is attached</p>



TRANSFER CHECKLIST

	Documents	Responsibility	Attached Documents	
			Yes	No
A	<ul style="list-style-type: none">A letter signed by the applicant (s) providing the reasons for requesting a transfer.	Applicant		
	<ul style="list-style-type: none">A letter signed by the relevant Senior Manager or the School Principal and SGB recommending that the educator or an employee should be transferred.	Applicant		
	<ul style="list-style-type: none">A letter signed by the relevant receiving Senior Manager or the School Principal and SGB agreeing that the educator or an employee should be transferred into their school or an office.	Applicant		
	<ul style="list-style-type: none">Comprehensive CV and original certified copies of qualifications.	Applicant		
	<ul style="list-style-type: none">Supporting documents (eg ID, SACE, HPCSA certificates)	Applicant		
	<ul style="list-style-type: none">Verification of consent forms (criminal check, ID verification, Qualifications) and Form 29 (Only applicable to educators or employees who have direct contact with school learners)..	Applicant		



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THANK YOU DANKIE



District HRP for queries



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