

# EMPLOYMENT POLICY

HPP School, October 2016

## POLICY STATEMENT

**HPP School recruits, selects and appoints staff based on the principles of merit, equity and transparency.**

*Equity principle:* All employment decisions are impartial and free from bias, nepotism and patronage.

*Merit principle:* A proper assessment is done, taking into account:

- the extent to which the person has the skills, knowledge and relevant abilities relevant; and
- if relevant, the way in which the person carried out any previous employment or occupational duties.

*Transparency principle:* Decisions are transparent and capable of review.

Any employment decision is subject to the approval of the board of directors. The board of directors delegates the process of recruitment and selection to the remuneration committee. The remuneration committee is responsible for the implementation of this policy.

*Confidentiality must be maintained throughout the process.*

## TERMS USED

**“Centre”** means the Hangberg Pre-Primary School facilities comprising of a pre-primary school and an after-care facility on a part of Sentinel Primary School’s Erf2725. The Centre is governed by the Company and its directors on behalf of the Trust;

**“Chairperson”** means the Chairperson of the Company’s board of directors;

**“child”** or **“learner”** means any person receiving education or care at the Centre;

**“Company”** means the Hangberg Pre-Primary School Non Profit Company with company registration number 2015/391883/08 and is governed by its board of directors;

**“educator”** means a person employed as a teacher who is qualified per the requirements of the South African Qualifications Authority;

**“employment decision”** means a decision to recruit, select or appoint an employee;

**“employee”** or **“staff”** or **“office-bearers”** means employees of the Centre;

**“equity principle”** means that all employment decisions are impartial and free from bias, nepotism and patronage;

**“merit principle”** means that a proper assessment is done, taking into account the extent to which the person has the skills, knowledge and relevant abilities relevant; and if relevant, the way in which the person carried out any previous employment or occupational duties;

**“principal”** means the person appointed or acting as the head of the Centre;

**“policies of the Centre”** means all policies required for the governance and management of the Centre of which this Policy is one;

**“Policy”** means the “Employment Policy” of the Centre;

**“remuneration committee”** means persons tasked by the board of directors to manage the recruitment and selection process of employees;

**“transparency principle”** means that decisions are transparent and capable of review;

**“Trust”** means Hangberg Educational Trust IT1394/2012. It is a Public Benefit Organisation (PBO 930 040 922) with Non-Profit status (NPO 118-017);

**“vacancy”** means a vacant post or position within the Centre.

## EMPLOYMENT PROCEDURES

### 1. Identify and record a vacancy

The remuneration committee must identify a vacancy, its tenure and whether it is a fixed-term or permanent post. Such vacancies must be registered with the board of directors prior to any action being taken (including extending current fixed term or temporary appointments).

### 2. Recruitment and selection

Where no suitable person is available through cross referencing or existing volunteers at the school (or where more than one person is a potential candidate), a *competitive assessment of merit* must be made.

If no suitable person is available recruitment advertising must be made in the local newspaper and poster in the Centre's premises, as a minimum. The remunerations committee must ensure the following steps:

1. conduct an assessment of merit (individual or competitive) to fill agreed vacancy;
2. inform all persons involved in the selection process that confidentiality must be maintained;
3. use the selection criteria outlined in the relevant Job Description Form (JDF);
4. generate a selection report;
5. where a selection panel is used, confirm each panel member manually or electronically endorses the selection report;
6. issue letters to all applicants advising them of the selection process outcome;
7. for a notifiable employment decision, include in the letter:
  - a complaints period (if required) with minimum of four days; and
  - provide feedback, where sought, within the complaints period, that relates to the selection criteria and be in sufficient detail to explain the basis for the selection decision, demonstrating that the process is fair and transparent.

### 3. Appointment

Prior to appointment, or at the conclusion of the complaints period (if one is required), the remunerations committee must:

- I. confirm the recommended applicant meets employment eligibility requirements, including:
  - minimum qualifications criteria for the position;
  - required registrations with South African Council of Educators (if relevant);
  - South African citizenship, in the case of a permanent appointment, (or permanent South African residency);
  - a valid permit to work in South Africa if applicants are not South African citizens or permanent residents;
  - application for or valid Child Protection certificates (Form 29 and Form 30) in accordance with the Child Protection Act; and
  - a current police clearance record.
- II. at the conclusion of the employment eligibility of the recommended applicant, request approval for the appointment from the board of directors;
- III. once approval from the directors is received, complete the Offer of Employment and forward to the successful applicant; and
- IV. upon receipt of the signed Offer of Employment from the applicant, complete the commencement and information form prior to commencement.

### 4. Recordkeeping

The remunerations committee must keep records of the recruitment, selection and appointment process, and apply secure storage and restricted physical access to confidential records. As a minimum, copies of selection reports and letters sent to applicants must be retained.

## ANNEX: EDUCATOR QUALIFICATIONS

As pride in education is of the utmost importance for the Centre, the qualifications and willingness to improve and develop professionally of the educators is of major importance.

**In this light HPP School aims to appoint educators with a NQF level 5 and studying towards a NQF level 7 (as defined by SAQA) as a minimum.**

The South African Qualifications Authority (SAQA) is a statutory body, regulated in terms of the National Qualifications Framework Act No. 67 of 2008. It is made up of 29 members appointed by the Minister of Education in consultation with the Minister of Labour. SAQA is mandated by legislation to oversee the development and implementation of the National Qualifications Framework (NQF). The NQF is a set of principles and guidelines by which records of learner achievement are registered to enable national recognition of acquired skills and knowledge, thereby ensuring an integrated system that encourages lifelong learning.

The NQF consist of 10 levels divided into three bands:

- Levels 1 to 4 equate to high school grades 9 to 12 or vocational training,
- Levels 5 to 7 are college diplomas and technical qualifications,
- Levels 7 to 10 are university degrees

1	Grade 9
2	Grade 10 and National (vocational) Certificates level 2
3	Grade 11 and National (vocational) Certificates level 3
4	Grade 12 and National (vocational) Certificates level 4
5	Higher Certificates and Advanced National (vocational) Certificates
6	National Diploma and Advanced certificates
7	Bachelor's degree, Advanced Diplomas and B-tech
8	Honours degree, Post Graduate diploma and Professional Qualifications
9	Master's degree
10	Doctor's degree.