



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

TO ALL BRANCH HEADS AND REGIONAL COMMISSIONERS

TO:	ALL BRANCH HEADS AND REGIONAL COMMISSIONERS	DATE: 2020-03-30
ORGANIZATION:	DEPARTMENT OF CORRECTIONAL SERVICES	
FROM:	BRANCH HUMAN RESOURCES	
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SUBJECT: HR DIRECTIVE 2 OF 2020: DIRECTION ON MANAGEMENT OF HUMAN RESOURCES DURING COVID-19 LOCKDOWN		

1. PURPOSE

The purpose of this circular is to update Circular 1 of 2020 on HR related measures applicable during the lockdown period.

2. HR LOCKDOWN MEASURES IN RESPECT OF COVID-19 MANAGEMENT

As part of the ongoing assessment and engagement with key stakeholders guided by the need to intensify efforts to prevent the spread of COVID-19, the Department and Organized Labour have established a National Steering Committee on COVID-19 which is aimed at monitoring and providing mechanisms to curb the spread of the virus.

3. MEASURES

3.1 The following additional measures are hereby pronounced:

3.1.1 DEPLOYMENT OF NCB AND PSA APPOINTEES TO CENTRES

- (a) All Non-Centre Based (NCB) correctional officials and Public Service Act appointees working at National Head Office, Regional Offices, Management Areas, who underwent basic training should be readily available for deployment in Correctional Centres when the need arises.
- (b) Such Non-Centre Based Correctional Officials and Public Service Act appointees who may be deployed in Correctional Centres during the lockdown period shall be compensated in line with HR Directive 1 of 2020, paragraph 3.1.5.

SUBJECT: HR DIRECTIVE 2 OF 2020: DIRECTION ON MANAGEMENT OF HUMAN RESOURCES DURING COVID-19 LOCKDOWN

- (c) All Area Commissioners and/or Heads of Correctional Centres/ Community Corrections must ensure that all deployed correctional officials are orientated accordingly.

3.1.2 LEAVE MANAGEMENT

- (a) Where there is a presumptive case as a result of exposure to COVID-19 or based on screening results, and the official requires self-quarantine or isolation, such an official shall be granted special leave for the period required for the outcome of the testing results or as determined by a Medical Practitioner or Health Institution. It is imperative that proof of such a requirement (medical confirmation) be presented.
- (b) Where results are confirmed as positive, an officials will qualify for special leave for a period of 21 days or as determined by a Medical Practitioner or Health Institution.

3.1.3 WORKING ARRANGEMENTS

- (a) All recruitment and selection processes are suspended for the duration of the lockdown period, with the exception of those posts falling under the category of essential services. All appointments that were scheduled to commence from 01 April 2020 should be activated and the candidates be informed to report after the lockdown except if the appointee is required to render essential services;
- (b) Branch Heads and Regional Commissioners should, as far as possible be sensitive and upon presentation of a letter by a Medical Practitioner, ensure that officials with, amongst others, severe respiratory illness, 3rd trimester pregnancies, etc., be allowed to work from home. This is to minimize the health related risks to these categories of officials;
- (c) Officials who do not fall within the essential services category who have the tools to work from home i.e. laptops and Wi-Fi/3G cards will be expected to be available to do work from home;
- (d) Employees who did not undergo basic training regardless under which act they were appointed such as (Contract workers, Educators) shall be on lockdown but must be readily available when required to perform duties.

SUBJECT: HR DIRECTIVE 2 OF 2020: DIRECTION ON MANAGEMENT OF HUMAN RESOURCES DURING COVID-19 LOCKDOWN

- (e) This excludes Social Workers, Health Professionals, Clubs & Messes, Agriculture, Nutritional Services, Maintenance & Repairs Staff, Facilities & Security, Psychologists and Correctional Supervision & Parole Board.

3.1.4 USE OF OFFICIAL TRANSPORT

- (a) Where public transport is not available, the Department will provide transport to employees who are on lockdown and are required to perform their duties. This shall exclude those that are already scheduled to work during the lockdown.

3.1.5 PROVISION OF PPE'S

- (a) The department shall provide the Personal Protective Equipment (PPE's) to all officials who will be performing duties during the lockdown.
- (b) Efforts to monitor provision of Personal Protective Equipment (PPE) must be intensified to ensure OHS requirements are being implemented.


3.1.6 OFFICIALS RESIDING IN OFFICIAL ACCOMMODATION

- (a) All Regional Commissioners and Area Commissioners must ensure that officials and their families residing within official accommodation including single quarters comply with the lockdown provisions.

3.1.7 DISCIPLINARY HEARINGS

- (a) In line with guidelines provided by the General Public Service Sectoral Bargaining Council, all disciplinary hearings should be halted and the lockdown period will not affect the timeframes provided for in the disciplinary code and procedure, in other words the lockdown period will not be regarded as non-compliance.

- 4. This determination will be reviewed based on the assessment of the situation and national pronouncements on the mitigation of the spread of Covid-19.



ARTHUR FRASER

NATIONAL COMMISSIONER

DATE: 2020/03/30