



## **Education and Sport Development**

Department of Education and Sport Development  
Departement van Onderwys en Sport Ontwikkeling  
Lefapha la Thuto le Tlhabololo ya Metshameko  
**NORTH WEST PROVINCE**

1st Floor, East Wing,  
Garona Building, Mmabatho  
Private Bag X2044,  
Mmabatho 2735  
Tel.: (018) 388-3432  
Fax.: (018) 388-3430  
Office Manager: skgositau@nwpg.gov.za

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### **OFFICE OF THE SUPERINTENDENT-GENERAL**

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Enquiries: Mr P Meje/D Phango  
Telephone: (018) 388-4107/388-3461

**Date: 29 March 2016**

**To:** Branch Managers  
Executive Managers  
Senior Managers  
Middle/Junior Managers  
District Managers  
Area Managers  
Circuit Managers  
Heads of Learning Institutions

#### **DEPARTMENTAL CIRCULAR NR 11 OF 2016**

#### **SUBJECT: RE-ISSUEING OF MANAGERS DISCIPLINING MANUALS IN RESPECT O OF PUBLIC SERVICE ACT STAFF AND CS EDUCATORS**

The importance of maintaining sound discipline cannot be over emphasized as a disciplined workforce is crucial for the effective functioning of the Department.

Each manager/supervisor is responsible for exercising discipline in his/her unit/institution and must ensure that this responsibility is exercised without bias. At the same time every employee should ensure that he/she exercises self-discipline and adhere to the expected standards of conduct.

Although the employer has the right to set behavioral and performance standards and to enforce them, the employer's actions must at all times be fair and consistent. Employees' rights are protected by legislation and both the procedural as well as the substantive fairness of actions taken can be challenged.

The attached disciplining manuals, also available on the Departmental Intranet, were specifically developed for managers/supervisors to empower themselves with the required knowledge to arrive at the desired outcomes and provides a fair, clear and useful tool for correcting and improving performance problems as well as to handle instances of unacceptable personal conduct.

Managers must at all times read and apply the manuals within the context of relevant statutory and related prescripts, with due consideration to appropriate principles contained in Labour, Common and Administrative Law.

**DR IS MOLALE**  
**SUPERINTENDENT GENERAL**

Cc Ms MW Matsemela, Executive Authority