higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF HIGHER EDUCATION AND TRAINING: INDUSTRIAL ACTION MANAGEMENT PLAN

1. PREAMBLE

1.1 The Department of Higher Education and Training (DHET) recognises all employees' rights as enshrined in section 23 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996) and other relevant legislation. This management plan, is aimed at regulating the right to strike and the right to participate in other forms of industrial action within the parameters of the applicable legislation and the fundamental right to education and training as contemplated in section 29 of the Constitution.

1.2 In order to prepare for any possible future industrial action, the Department has drafted and hereby presents the Industrial Action Management Plan as a policy framework to perform the required functions prior to and during the industrial action. The Department must put in place specific processes to ensure the continuous functioning of its institutions. Contingency plans must be put in place to ensure that all units continue to be functional whether at a minimum or maximum level.

2. PURPOSE

The purpose of the Industrial Action Management Plan is to:

2.1 effectively and efficiently manage any type of industrial action within the Department in an endeavor to avert a total shutdown of service delivery;

2.2 develop uniform standards and measures of managing industrial action within the Department;

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2.3 indicate the specific responsibilities and authority of officials, committees and teams responsible for managing the industrial action in the Department; and

2.4 clarify the procedures relating to the management of industrial action and to provide practical guidelines in administering the relevant processes.

3. LEGAL FRAMEWORK

3.1 The Constitution of Republic of South Africa Act, 1996 (Act 108 of 1996)

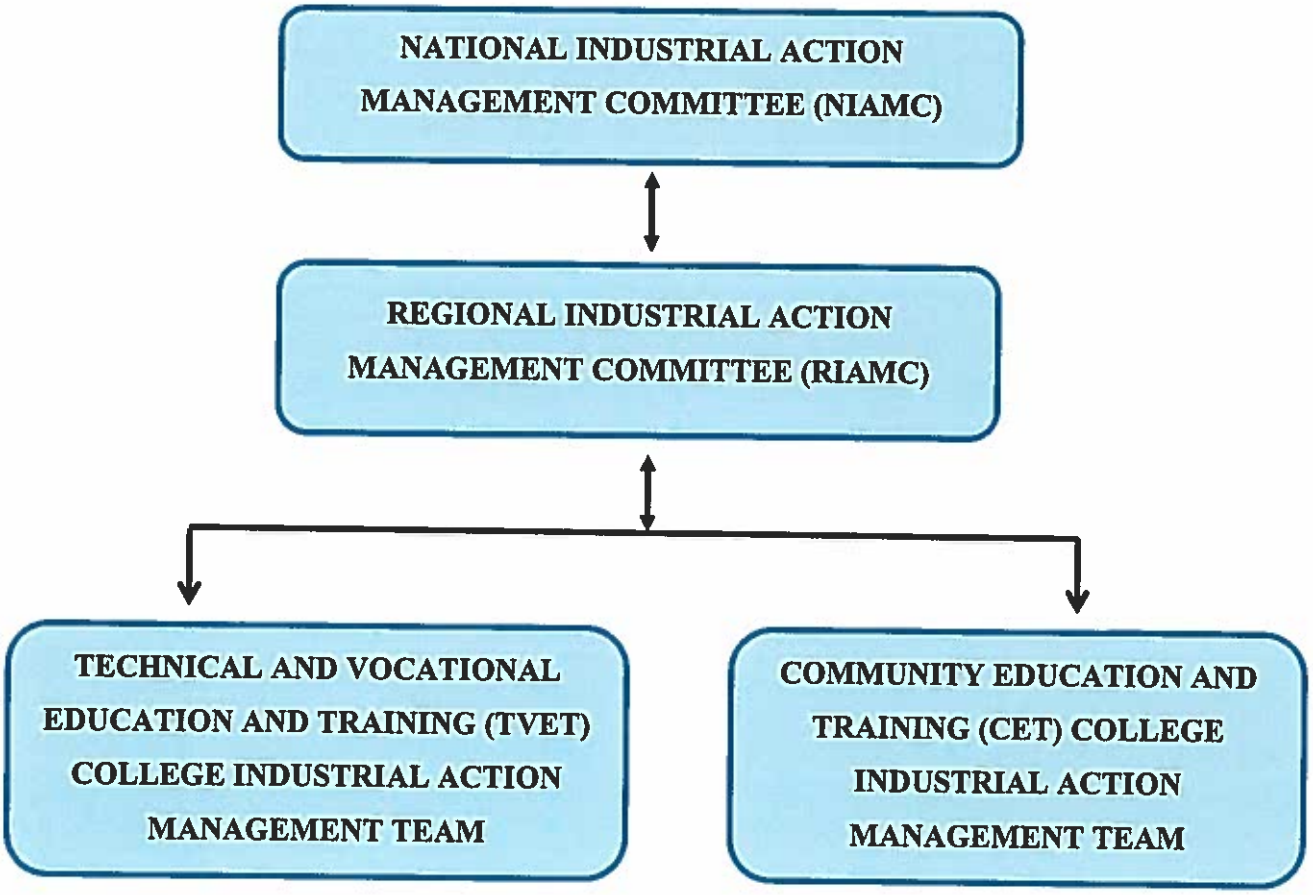
3.2 The Labour Relations Act, 1995 (Act No 66 of 1995), as amended

3.3 The Continuing Education and Training Act, 2006 (Act No 16 of 2006), as amended

3.4 The Public Service Act, 1994 (Act 104 of 1994), as amended

4. STRUCTURES TO MANAGE THE INDUSTRIAL ACTION

4.1 Diagram: DHET structures to manage the industrial action:-



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4.2 National Industrial Action Management Committee (NIAMC)

The Department shall establish the committee that will consist of:-

4.2.1 Deputy Director-General: Corporate Services as the Chairperson or Chairperson delegated by the Director-General;

4.2.2 Chief Director: Human Resource Management, Development and Labour Relations;

4.2.3 Chief Director: Communications;

4.2.4 Director: Labour Relations;

4.2.5 Director: Human Resource Management and Administration;

4.2.6 Director: Security Advisory Services;

4.2.7 Director: Legal and Legislative Services, Skills and Corporate;

4.2.8 Director: Financial Services; and

4.2.9 Branch Coordinators.

4.3 Regional Industrial Action Management Committee (RIAMC)

The Regional office shall establish the committee that will consist of:-

4.3.1 Regional Manager as the Chairperson or Chairperson delegated by the Director-General;

4.3.2 Director: Technical and Vocational Education and Training (TVET) College;

4.3.3 Director: Community Education and Training (CET) College;

4.3.4 Deputy Director: Corporate Services;

4.3.5 District CET representative where available;

4.3.6 TVET College Principal (when necessary); and

4.3.7 CET College Principal (when necessary).

4.4 TVET College Industrial Action Management Team

The Team shall consist of:-

4.4.1 Principal as the Chairperson or Chairperson delegated by the Director-General;

4.4.2 Deputy Principal: Corporate Services;

4.4.3 Deputy Principal: Academic Services;

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4.4.4 Deputy Principal: Finance/Chief Financial Officer;

4.4.5 Human Resource Manager/Labour Relations;

4.4.6 Head of Security or designated official for security;

4.4.7 Campus Managers;

4.4.8 Regional Manager (When necessary); and

4.4.9 College Council representative.

4.5 CET College Industrial Action Management Team

The Team shall consist of:-

4.5.1 Principal as the Chairperson or Chairperson delegated by the Director-General;

4.5.2 Deputy Principal: Corporate Services;

4.5.3 Deputy Principal: Academic Services;

4.5.4 Deputy Principal: Finance/Chief Financial Officer;

4.5.5 District CET representative where available;

4.5.6 Community Learning Center Managers;

4.5.7 Regional Manager (when necessary); and

4.5.8 College Council representative.

4.6 Depending on the situation at the time of the impending strike or during the strike, the Director-General must reinstitute the committees and teams.

5. DUTIES AND RESPONSIBILITIES OF THE NIAMC

5.1 The committee shall meet within two (2) days of receiving a notice of industrial action from the recognised trade union. The Directorate: Labour Relations shall be responsible to coordinate the meeting.

5.2 The committee shall determine if the action is a strike (protected or unprotected) in terms of the Labour Relations Act (LRA), 1995 (Act No. 66 of 1995), as amended and will further determine the reason and the type of the industrial action.

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5.3 If the action is not a protected strike as contemplated in the LRA, workers are to be encouraged to return to work and resolve conflict by means of internal processes such as meeting, negotiation, grievance and dispute procedures.

5.4 Ensure the establishment of the industrial action management committee and teams at the Regional and College level and ensure that the team is fully functional.

5.5 Any NIAMC member who is intending to participate in any industrial action must inform the NIAMC Chairperson within 48 hours of the notice of intention to strike having been issued by the recognised trade union to the Department. The member must complete the **DHET FORM D**.

5.6 When necessary designate an official from its members or the Department to assist the Region and/ College affected by industrial action.

5.7 Ensure that strike action procedures are communicated to all employees affected.

5.8 Prepare a circular on the anticipated industrial action and disseminate same accordingly.

5.9 Publish and monitor compliance with the circular, policy and legislation related to the strike.

5.10 Inform the staff of the consequences of participating in an unprotected or protected strike.

5.11 For reasons of misconduct, ensure that relevant information regarding the discipline/disciplinary hearing(s) against the Departmental employees who participated in the industrial action in terms of the Public Service Coordinating Bargaining Council (PSCBC) Resolution No. 1 of 2003 and Department of Public Service Administration (DPSA) SMS Handbook Chapter 7 are distributed.

5.12 Responsible for managing enquiries in relation to the industrial action at the Department within a reasonable time.

5.13 Advise the affected components/units on how to deal with protected or unprotected strike, i.e. Labour Court order, interdict, etc.

5.14 Receive the strike related information and submit it to a central point of collation.

5.15 Assist with ensuring the safety of the staff who are not participating in the industrial action.

5.16 If necessary establish a Strike Administration Project Team to capture the strike information.

5.17 Complete and submit DPSA **Annexure A** (Information on march/strike action) and **Annexure B** (Information on the application of leave provisions in the public service

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during strike action/marches) to the DPSA for the broad assessment of the number of employees who attended the strike/ march action and the impact thereof on the activities of the Department.

5.18 Prepare a comprehensive industrial action management report and submit to the Executing Authority within six (6) weeks after the strike.

6. DUTIES AND RESPONSIBILITIES OF THE RIAMC

6.1 The Committee shall convene within two (2) days of receiving a notice of industrial action from the recognised trade union. The Corporate Services unit shall be responsible for coordinating the meeting.

6.2 Determine if the action is a strike (protected or unprotected) in terms of the LRA and further determine the reason and the type of the industrial action.

6.3 If the industrial action is not a protected strike as contemplated in the LRA, workers are to be encouraged to return to work and resolve conflict by means of internal processes such as meeting, negotiation, grievance and dispute procedures. Request intervention from the Department's Labour Relations Directorate when necessary.

6.4 Any RIAMC member except the Regional Manager, who is intending to participate in any industrial action must inform the Regional Manager/RIAMC Chairperson within forty eight (48) hours of the notice of intention to strike having been issued by the recognised trade union to the Department. The member must complete the **DHET FORM D**. If the Regional Manager intends to participate in any industrial action he must inform the Deputy Director-General: Corporate Services within forty eight (48) hours of the notice of intention to strike and he/she must also complete the **DHET FORM D.**

6.5 Prepare a circular on the prospective industrial action and disseminate same accordingly.

6.6 Monitor compliance with the circular, policy and legislation related to industrial action.

6.7 Inform the staff of the consequences of participating in unprotected or protected industrial action.

6.8 Collate industrial action information (**DHET FORMS A-E**) from Regional Office, TVET and CET Colleges. Consolidate and submit (**DHET FORMS A and E**) to the

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Department's Directorate: Labour Relations. The forms should be properly completed and signed off.

6.9 Identify or designate workstations for employees at the Regional Office who are not on strike and do not have access to their normal workstations may report for duty.

6.10 Assist with ensuring the safety of the staff who are not participating in the industrial action.

6.11 Take all necessary steps to ensure that the property of the Department is not damaged. Report damage of property to the law enforcement agencies including the Police and/ or to any other relevant structure.

6.12 Submit an industrial action incident report (**DHET FORM B**) to the Deputy Director-General: Corporate Services with the recommendations on how the incident will be or has been resolved.

6.13 If necessary establish a Strike Administration Project Team to capture the strike information.

6.14 For reasons of misconduct, ensures that relevant information regarding the discipline/disciplinary hearing(s) against the Regional and College staff who participated in the industrial action is distributed.

6.15 Prepare a comprehensive industrial action management report within four (4) weeks after the strike and submit it to the Deputy Director-General: Corporate Services.

7. DUTIES AND RESPONSIBILITIES OF THE TVET AND CET COLLEGES INDUSTRIAL ACTION MANAGEMENT TEAMS

7.1 The Teams shall convene within two (2) days of receiving a notice of industrial action from the recognised trade union. The Corporate Services unit shall be responsible to coordinate the meeting.

7.2 Determine if the action is a strike (protected or unprotected) in terms of the LRA and further determine the reason and the type of the industrial action.

7.3 If the industrial action is not a protected strike as contemplated in the LRA, workers are to be encouraged to return to work and resolve conflict by means of internal processes such as meeting, negotiation, grievance and dispute procedures.

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7.4 Provisionally implement lockout at the college level while waiting for the approval of the Deputy Director-General: Corporate Services for state college staff and in case of college council employees the council should declare lockout, when necessary. If the principal is the subject of the dispute he/she will not exercise the rights to provisionally lockout the protestors, the rights will be exercised by the Regional Manager.

7.5 Any college team member except the principal, who is intending to participate in any industrial action must inform the Principal or delegated person within forty eight (48) hours of the notice of intention to strike having been issued by the recognised trade union to the College or the Department. The member must complete the **DHET FORM D**.

7.6 Ensure that the college Campuses and Community Learning Centers' (CLCs) industrial action forms (**DHET FORMS A-E**) are properly completed, consolidated, signed off and submitted timeously to the Regional Manager/RIAMC Chairperson.

7.7 Prepare a circular on the prospective industrial action and disseminate same accordingly.

7.8 Monitor compliance with the circular, policy and legislation related to industrial action.

7.9 Inform the staff of the consequences of participating in unprotected or protected industrial action.

7.10 Identify or designate workstations where employees who are not on strike and do not have access to their normal workstations may report for duty.

7.11 Assist with ensuring the safety of the staff who are not participating in the industrial action.

7.12 Take all necessary steps to ensure that the property of the Department and/or College is not damaged. Report damage of property to the law enforcement agencies including the Police and/ or to any other relevant structure.

7.13 Submit an industrial action incident report (**DHET FORM B**) to the Regional Manager with the recommendations on how the incident will be or has been resolved.

7.14 If necessary establish a Strike Administration Project Team to capture the strike information.

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8. DUTIES AND RESPONSIBILITIES OF THE TVET AND CET COLLEGES PRINCIPAL

8.1 Inform the Regional Manager/Chairperson of RIAMC in writing (**DHET FORM D**) of his/her intention to participate in strike action within forty eight (48) hours of the notice of intention to strike having been issued by the recognised trade union.

8.2 Verify the content and sign off the industrial action information forms (**DHET FORMS A-E**) and submit (**DHET FORMS A, B, C and E**) timously to the Regional Manager. The Principal should keep the copy of all DHET Forms at the college.

8.3 Request approval from the Director-General to close the college in serious instances where the industrial action poses a potential danger and harm to college and staff property, staff and any other relevant persons. If no approval is granted, ensure that teaching and learning continues.

8.4 If necessary establish a Strike Administration Project Team to capture the strike information.

8.5 For reasons of misconduct, ensure that relevant information regarding the discipline/disciplinary hearing(s) against college staff who participated on strike action is submitted to the Regional Manager/Chairperson of RIAMC.

8.6 Ensure that the principle of "No Work, No Pay" is implemented correctly and timeously for college council employees. This will be processed at the college level on college payroll. A report on the matter should be submitted/presented to the College Council.

8.7 Prepare a comprehensive industrial action management report and submit it to the Regional Manager/Chairperson of RIAMC within two (2) weeks after the strike.

9. SECURITY MEASURES DURING THE INDUSTRIAL ACTION

The Regional Manager, Principal and/ or Head of Security shall:

9.1 When necessary communicate with the security structures to ensure safety and security of employees, college staff, students and property.

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9.2 Assist the Department or College to avert criminal activity and report that to the relevant authorities.

9.3 Assist in protecting employees who are not participating in strike action from any intimidation, harassment, assault and injury by strikers.

9.4 Identify the picket, protest line which shall be in accordance with the LRA.

9.5 Ensure that the buildings and assets in general are secured from vandalism and criminal activities.

9.6 Areas considered being volatile, will require the attention of the local South African Police Service (SAPS) to secure the affected premises and the non-striking employees. SAPS intervention should be seen as the last resort, and only when the situation has deteriorated to such an extent that injury to persons or damage to property becomes imminent.

9.7 If there is a threat of violence or intimidation from strikers on non-strikers, non-strikers must go to the nearest police station to fill the attendance register (**DHET FORM C**). The said form will be distributed to the nearest police station. The register must be accompanied by the declaration signed by the Regional Manager/Principals declaring the area to be volatile when submitted to the Chairperson of NIAMC/Deputy Director-General: Corporate Services.

10. INCIDENT REPORT

10.1 The college principal where applicable shall report any incident (**DHET FORM B**) that happened during the industrial action to the Regional Manager/Chairperson of RIAMC, who will inform the Deputy Director-General: Corporate Services/Chairperson of NIAMC.

10.2 Actions such as harassment, intimidation, assault or malicious damage of property must be reported to the SAPS as criminal offences. The copy of the report must be submitted to the Deputy Director-General: Corporate Services and Regional Manager.

10.3 A disciplinary action must be instituted against employees who harass, intimidate, assault or damage the property of the Department, Regional Office or College during the industrial action.

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11. PROTECTED AND UNPROTECTED STRIKES AND LOCKOUTS

11.1 According to Section 64 of the LRA, a strike or lockout will be protected if the following procedures are followed:

11.1.1 the dispute must be referred to a bargaining council/statutory council with jurisdiction or to the Commission for Conciliation, Mediation and Arbitration (CCMA) for conciliation;

11.1.2 if the dispute cannot be resolved by means of conciliation, a certificate must be obtained from the relevant council or the CCMA stating that it remains unresolved; and

11.1.3 alternatively, the parties should wait for a period of thirty (30) days from the date of the referral of the dispute.

11.2 The recognized trade union must give at least forty eight (48) hours written notice of the intended strike to the employer. This is for council employees.

11.3 In the case of a proposed lockout, written notice to the trade union, employees (if there is no trade union) or relevant council should be given at least forty eight (48) hours before the commencement of the lockout.

11.4 If the state is the employer, a notice period of seven (7) days is required for an intended strike or lockout.

12. CONSEQUENCES OF PROTECTED OR UNPROTECTED STRIKES AND LOCKOUTS

12.1 An employer is not under any obligation to remunerate an employee for services not rendered during a protected strike or protected lockout. In an endeavor to protect those employees who depend solely on the employer for basic necessities-accommodation, the provision of food and other basic amenities of life the LRA provides that the employer, if requested by the employee, must not discontinue such payment in kind during the strike or lockout.

12.2 The employer may, however, recover the monetary value of such payment in kind through civil proceedings in the labour court after the strike.

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12.3 An employer may not dismiss an employee for participating in a protected strike. Such a dismissal will constitute an automatically unfair dismissal. An employer may, however, dismiss an employee for misconduct while participating in a strike.

12.4 Loss of income due to the implementation of the principle of "No Work, No Pay".

12.5 Labour Court order or interdict imposed against the strikers.

12.6 Disruption of teaching and learning which may adversely affect the college's performance or pass rate.

13. RIGHTS AND OBLIGATIONS OF RECOGNISED TRADE UNIONS

A registered and recognised trade union shall:-

13.1 Ensure that the industrial action is protected in terms of section 64 of the LRA.

13.2 Forward a Notice of intention to strike to the Department (Deputy Director-General: Corporate Services) in seven (7) working days and copy the notice to the relevant Regional Manager, TVET and CET College Principal in case the strike is planned to take place in the Regional Office or College.

13.3 In case of college council employees' intention to strike, a notice shall be submitted within two (2) working days to the relevant College Council Chairperson and a copy to the office of the Deputy Director-General: Corporate Services in the Department.

13.4 Notice of the industrial action shall consist of:-

13.4.1 name of the recognised trade union/s;

13.4.2 purpose and type of the industrial action;

13.4.3 confirm that the industrial action is protected and the National Office of the trade unions are aware of the intended action;

13.4.4 time, date and venue were the industrial action will take place;

13.4.5 proposed number of the participants;

13.4.6 names of trade union leaders who will be responsible for the industrial action; and

13.4.7 avoid acts of misconduct during the industrial action.

13.5 After the strike, work together with the college Principal to develop the Recovery Plan for teaching and learning.

13.6 Ensure that union members return to their work station immediately after the strike.

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14. INDUSTRIAL ACTION ADMINISTRATION PROCESS

14.1 From the first day of strike and until the end of the strike action, the respective managers/supervisors/delegates shall by **09h00 and 14h00** report to the Department's Directorate: Labour Relations about the following:-

14.1.1 **DHET FORM A**: the information of all employees who participated in strike action including the employees who are supposed to form part of the NIAMC, RIAMC and Colleges Industrial Action Management Teams (even in cases of a nil return).

14.1.2 **DHET FORM B**: any incident occurred during the strike action (even in cases of a nil return).

14.1.3 **DHET FORM E**: list of employees who were on authorised leave or attended a meeting during the industrial action (even in cases of a nil report).

14.1.4 the offices/campuses/community learning centres that are/were affected by strike action.

14.1.5 details of any disruptions of work or effective teaching and learning at the college and recommendations on how the matter will be resolved i.e. recovery plan etc.

14.2 In case of staff that assume duty/shift only after 14h00 for the day of strike, their information on strike or march action will be submitted to the Department on the next day.

14.3 Managers/supervisors/delegates must ensure that their subordinates also complete their attendance register as usual and keep record of the attendance register for submission to the Department when necessary.

14.4 Keep records of the industrial action information including the **DHET FORM A-E** for future reference and on request for submission by the Department.

14.5 When implementing the principle of "No Work, No Pay" the following should be performed:

14.5.1 The public service employees including the TVET and CET College staff who are on PERSAL:

a) the process will be administered at the Department level and the principle of "No Work, No Pay" will be implemented on PERSAL. The principle must apply for absence of a full

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day as well as part of a working day. The process to be done within the month or the following months after the strike action.

14.5.2 The College Council employees:

a) the process will be administered at the college level and the principle of "No Work, No Pay" will be implemented on the college payroll. The principle must apply for absence of a full day as well as part of a working day The process should be done within the month or the following months after the strike action.

b) the college principal should provide a report to the college council around the implementation of "No Work, No Pay" principle as indicated on item 14.5.2 (a) above and forward the copy to the Department within five (5) working days.

14.6 The deductions will be equivalent to an amount equal to the number of days/hours of service not rendered by an employee during the period of the industrial action. The Department of Public Service and Administration (DPSA) formula will be utilised in this case.

15. LEAVE MEASURES DURING THE INDUSTRIAL ACTION

15.1 No leave i.e. annual, vacation or special leave including time off for union activities may be granted to any individual employee for the purpose of participating in any form of strike action. Only authorised leave granted prior to the notice of intention to strike may be utilised to justify absences on those days when strike action is taking place.

15.2 *Pre-authorised leave* – Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR), Maternity, Sick, Vacation – must be supported by the submission of the appropriate leave forms and marked on both registers as such.

15.3 *Leave for "time-off for union activities"* will not be authorised for the period of the strike and leave taken for this will be considered as "on strike".

15.4 *Authorised leave during the industrial action period,* i.e family responsibility, maternity, sick leaves taken during the strike period must be supported by valid documentary proof such as death certificate and /or medical certificate. These documents must be forwarded to

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the Directorate: Labour Relations within twenty-four (24) hours of the leave being taken to avoid deductions being made. The leave must cover all days, even if only one day or part thereof is taken.

16. PROTEST ACTION

16.1 The right of employees to participate in protest action to support their socio-economic interests is acknowledged.

16.2 When the college becomes aware of envisaged protest action by a registered trade union, it must approach the Department for clarification as to whether or not such protest action will be protected in terms of section 77 of the LRA, 1995 as amended.

16.3 The Department will, as far as possible inform the college at least two (2) working days ahead of any intended protest action, or the status of such action.

16.4 The principle of "No work, No pay" must be applied in all instances where an employee participates in protest action, be it for a full day or part of a day.

16.5 No leave may be granted for purposes of participating in protest action.

16.6 Employees engaged in essential services may not participate in protest action. If they do, such action will be unprotected.

16.7 Employees, who participate in unprotected protest action, must be disciplined in terms of the relevant disciplinary code and procedure.

16.8 Employees who participate in protected protest action may not be dismissed, unless they misconduct themselves during the protest action (after following the prescribed procedure).

17. PICKETING

17.1 The LRA accepts that picketing is a legitimate action in support of a strike and a picket will be protected if it meets the following requirements as outlined in section 69(1) of the LRA:-

17.1 the picket must be authorised by a registered trade union;

17.2 it must be a peaceful demonstration; and

17.3 it must be in support of a protected strike or in opposition to any lockout.

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17.2 The Department, Regional Office and/or College and the registered trade union should seek to agree to picketing rules prior to the commencement of the picket. The following guidelines should be considered when formulating picketing rules:-

17.2.1 The nature of the authorisation and its service upon the Department or College.

17.2.2 The notice of the commencement of the picket, including the place, time and the extent of the picket.

17.2.3 The nature of the conduct in the picket.

17.2.4 The number of picketers and their location.

17.2.5 The modes of communication between marshals and the Department/College and any other relevant arties.

17.2.6 Access to the premises for purposes other than picketing i.e. access to toilets, the use of telephones etc.

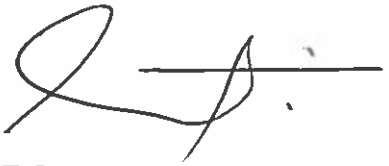
17.2.7 The conduct of the picketers on the Department or College's premises.

18. IMPLEMENTATION AND REVEIW OF THE INDUSTRIAL ACTION MANAGEMENT PLAN

18.1 This Industrial Action Management Plan shall be implemented by the Department with effect from the date of approval and signature by the Director-General. The plan shall be reviewed every three (3) years or as and when the circumstances require.

19. INDUSTRIAL ACTION MANAGEMENT PLAN APPROVAL

Signed at: PRETORIA .....this..27.....day of JANUARY .....20..17.....



Mr GF Qonde

Director-General: Higher Education and Training

ACRONYMS

CCMA	Commission for Conciliation, Mediation and Arbitration
CLC	Community Learning Center
CETC	Community Education and Training College
DHET	Department of Higher Education and Training
DPSA	Department of Public Service and Administration
NIAMC	National Industrial Action Management Committee
LRA	Labour Relations Act
PILIR	Policy and Procedure on Incapacity Leave and Ill-Health
PSCBC	Public Service Coordinating Bargaining Council
RIAMC	Regional Industrial Action Management Committee
SAPS	South African Police Services
SMS	Senior Management Services
TVETC	Technical and Vocational Education and Training College

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Department:
Higher Education and Training
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DHET FORM A

RECORD OF PARTICIPATION IN INDUSTRIAL ACTION

(Information of employees who participated in an industrial action)

INSTITUTION: _____ **DATE:**_____ **TIME:**_____

SURNAME AND ALL INITIALS	PERSAL NUMBER	JOB TITLE/RANK	SALARY LEVEL	HOURS ABSENT
e.g Phala MV	22506471	Senior Lecturer	PL2	8 hrs
e.g Kgamo JGT	33436621	ASD/Administration	SL9	2 hrs and 30min

Verified by: _____ **Signature:**_____

MANAGER/PRINCIPAL or DELEGATE

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DHET FORM B

INCIDENT REPORT RELATED TO INDUSTRIAL ACTION

INSTITUTION: _____ **DATE:** _____

DESCRIPTION OF INCIDENT			
Damage to property	Item	Quantity	Estimated cost
Assaults/threat of violence & intimidations	Briefly describe the action:		
Any other information (please describe)			

(if the space provided is not sufficient, please use another page)

MANAGER/PRINCIPAL or DELEGATE:_____ **SIGNATURE:** _____

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DHET FORM C

RECORD OF ATTENDANCE DURING THE INDUSTRIAL ACTION

(To be completed by all staff who are not on strike but who reported at the nearest police station)

NAME OF POLICE STATION: _____

NAME OF THE INSTITUTION: _____

DATE: _____

SURNAME AND ALL INITIALS	PERSAL NUMBER.	JOB TITLE/RANK	TIME IN	SIGNATURE

Signed: _____ (Authorised Police Officer)

Rank: _____ **STAMP**

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Department:
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DHET FORM D

DECLARATION BY NIAMC, RIAMC, COLLEGE TEAM MEMBER INCLUDING MANAGERS REGARDING INTENTION TO PARTICIPATE IN INDUSTRIAL ACTION

I,_____ in my capacity as (rank)_____hereby declare that I will be participating in the industrial action from:_____ to:_____

Signed:_____ Date:_____

Confirmed by the Deputy Director-General: Corporate Services/Regional Manager/Principal or delegate

Name: _____ Rank:_____

Signed:_____ Date:_____

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DHET FORM E

LIST OF EMPLOYEES WHO WERE ON AUTHORISED LEAVE OR ATTENDED A MEETING DURING THE INDUSTRIAL ACTION

INSTITUTION: _____ DATE: _____ TIME:_____

SURNAME AND ALL INITIALS	PERSAL NUMBER.	JOB TITLE/RANK	SALARY LEVEL

Verified by: _____ **Signature: _____**

MANAGER/PRINCIPAL OR DELEGATE

DPSA ANNEXURE A AND B

ANNEXURE A: Information on march/strike action

ANNEXURE B: Information on the application of leave provisions in the public service during strike action/marches

Annexure A

INFORMATION ON MARCH/ STRIKE ACTION

NB: PLEASE COMPLETE THIS FORM FOR EACH DAY OF THE MARCH/ STRIKE ACTION

a) Department: _____

b) Date of march: _____

c) Number of employees involved in march (those with regard to whom "no-work-no-pay" principle is being applied:-

_____

d) Total number of person days lost on day of march (every eight hours count as a full day (e.g. 300 persons X 1 day = 300 days)

_____

e) Amount deducted in terms of the "no-work-no-pay" principle for the day of the march (i.e. in respect of all employees involved in the march collectively):

_____

I hereby certify that to my knowledge the information provided above is accurate.

_____ _____

Head of Department/ Designated Officer Date

Please return to DorothyN@dpsa.gov.za/ 012 336 1816

Annexure B

INFORMATION ON THE APPLICATION OF LEAVE PROVISIONS IN THE PUBLIC SERVICE DURING STRIKE ACTION/ MARCHES

Department: _____

Date: _____

Date of march	Number of employees on leave

If you are unable to furnish the above information, please provide a written explanation:

_____

_____

_____

_____

_____

_____ _____

Head of Department/ Designated Officer **Date**

Please return to DorothyN@dpsa.gov.za/ 012 336 1816