



Enquires: Dr MM Muswaba (FCIS) - 3130

EEC-HRM-Memo

INTERNAL MEMORANDUM

TO : DPs, CMs, DCMs, DEPARTMENTAL MANAGERS AND ALL EEC STAFF MEMBERS

FROM : MS HM SIBANDE - THE PRINCIPAL

DATE : 28 MAY 2020

SUBJECT : DIRECTIVE ON RETURN TO WORK FOR EEC STAFF MEMBERS

- The Department of Higher Education and Training has issued a directive in relation to return to work for TVET Colleges employees and students.
- In light of the above DHET directive, this memo thereby directs the manner in which Ekurhuleni East TVET College staff members will return to work.
- The return to work directive will be implemented as indicated below:

NUMBER	CATEGORY	DATE OF RETURN TO WORK
1.	Principal and Deputy Principals	01 June 2020
2.	All Campus Managers and Deputy Campus Managers	01 June 2020
3.	All Assistant Directors at Central Office	01 June 2020
4.	All Secretaries of DPs and Campus Managers	01 June 2020
5.	All HR Officials	01 June 2020
6.	Finance, Assets and two SCM officials (Central Office Only)	01 June 2020
7.	Occupational Health and Safety	01 June 2020
8.	Student Support Services Officers	01 June 2020
9.	General Administration Clerks for Engineering Schools	01 June 2020
10.	General Assistants and their Supervisors	01 June 2020
11.	Head of Administration (HOA's)	01 June 2020
12.	ICT Support at Campuses	01 June 2020
13.	Head of Department (HODs), Programme Managers	03 June 2020
14.	All other staff members and In-services Trainees	08 June 2020

- The work permits will be issued effective from Friday, the 29th of May 2020.

Yours in Higher Education and Training

MS HM SIBANDE
THE PRINCIPAL: EKURHULENI EAST TVET COLLEGE
HMS/mm1

28.05.2020
DATE

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