

DEPARTMENT OF EDUCATION EMPLOYMENT EQUITY PLAN 2009 - 2014

EMPLOYMENT EQUITY PLAN

DECLARATION OF INTENT

The Department of Education acknowledges the need to redress the inequalities and imbalances of the past, which still persists in employment opportunities and practices in the country. The need to eradicate all forms of unfair discrimination in the private and public sectors is one of the fundamental transformation objectives of the South African government.

This plan will guide the implementation of the Employment Equity Act on the promotion of representivity in the Department. It will also give a clear indication of what the priorities of the Department will be. It also aims at directing and regulating the implementation of the Employment Equity Act.

The Departmental Employment Equity plan aims to create a new dispensation in which all staff members and the South African citizens will enjoy and exercise their fundamental rights enshrined in the Constitution. This plan should be taken as a positive and a practical means towards redressing injustices of the past and unfair discrimination that still persist today in various forms.

The identified principles, guidelines and recommendations contained in this Departmental plan have been discussed, negotiated and formulated with the stakeholders in order to achieve the constitutional goal of equality and representativeness in the administration and staffing of the Department. This Plan aims to direct and regulate affirmative action in a well balanced, co-ordinated, fair, transparent and unequivocal manner throughout the Department of Education; in keeping with the values of the Constitution, The Employment Equity Act, the Labour Relations Act, The Skills Development Act, White Paper on Affirmative Action, the White on the Transformation of the Public Service and the White Paper on Service Delivery.

This Employment Equity Plan has been established to serve the norms and standards to be observed by all officials and employees in the Department of Education. It shall be constructively and progressively implemented by the Department of Education in a collaborative partnership with the other government institutions and recognised labour unions.

EMPLOYMENT EQUITY PLAN 2009 - 2014

OUTCOME 1: A SOUND INFORMATION BASE

NO	STRATEGY	TIME FRAME	ACTION	RESPONSIBILITY	INDICATORS OF SUCCESS
1.1	Collect, analyse and distribute statistics on employment.	Quarterly	Compare diversity in the Department	Director: Social Responsibility	EE statistics comply with specifications
1.2	Highlight equity issues for organisational unit plans	Quarterly	Sub-Directorate: Special Programmes to discuss statistics with Branch heads, Chief Directors and directors.	Director: Social Responsibility	Qualitative information collected.
1.3	Conduct Surveys of employment equity.	Quarterly	a. Conduct climate survey b. Monitor possible structural barriers to career success for equity groups.	Director: Social Responsibility	Qualitative information collected.
1.4	Monitor grievances and enquiries	Quarterly	a. Collate and report on statistics b. Feedback review	Director: Social Responsibility	Qualitative information reported to the Director-General
1.5	Review effectiveness of Departmental Equity Policy	Quarterly	a. Produce/review schedule b. Conduct review	Director: Social Responsibility	Qualitative information collected

OUTCOME 2: EMPLOYEE VIEWS HEARD

NO	STRATEGY	TIMEFRAME	ACTION	RESPONSIBILITY	INDICATORS OF SUCCESS
2.1	Ensure staff and union participation in employment Equity committee	Ongoing	Maintain Committee membership	Director: Social Responsibility	Staff perceive that they are consulted and contribute to decision-making Employment equity committee activity levels
2.2	Encourage informal contact with all staff	Ongoing	Personal contact and counselling	Director: Social Responsibility	Staff members have the opportunity to consult.
2.3	Consultation with staff members.	Ongoing	Circulars, newsflash and meeting with staff members.	Director: Social Responsibility	Staff are consulted and contribute to decision-making.
2.4	Consultation with staff members on contract	Ongoing	Meeting with staff members on contract	Director: Social Responsibility	Staff members on contract are consulted and contribute to decision-making.

OUTCOME 3: FAIR POLICIES AND PROCEDURES

NO	STRATEGY	TIMEFRAME	ACTION	RESPONSIBILITY	INDICATORS OF SUCCESS
3.1	Audit and monitor policies and procedures for equity issues (e.g. recruitment, training, performance management and development, disciplinary measures, rewards, conditions)	As needed	a. Review Recruitment and Selection policy	Director: Social Responsibility	Employment policies and procedures comply with legal requirements and equity standards
3.2	Review employment policies, practices and standards to meet the needs of a diverse workforce.	Ongoing	a. Policy statement on workplace diversity and participation b. Project on bullying and harassment c. Review and conduct exit interview process	Director: Social Responsibility	Explicit process for identified groups.
3.3	Ensure selection process include Employment Equity and Affirmative Action	Ongoing	Director: Social Responsibility be part of selection panel	Director: Social Responsibility	Potential staff tested against employment equity and affirmative action criteria.
3.4	Encourage diversity of committee membership	Ongoing	All staff members be represented	Director: Social Responsibility	Increase awareness of need to belong various committees in the department that looks

					at the employment needs of the employees.
3.5	Allocation of adequate, financial, physical and human resources for EE purposes	Ongoing	Review budget	Director: Social Responsibility, DG and CFO	Proportion of equity funding in budget is stable.
3.6	Conditions of employment is monitored for equity impact	Ongoing	Director: Social responsibility is invited to meetings where conditions of employment are considered	DG CFO Director: Social Responsibility Bargaining Chamber	There is continuous improvement in relation to equity matters.
3.7	Develop and implement equity policy in outsourcing and use of contractors	Ongoing	Include equity clause in contracts for external contractors.	DG, CFO, Directorates: Logistics, Finance, Bid Committee Bid Adjudication Committee Director: Social Responsibility	Satisfactory reports and statements
3.8	Ensure equity on promotion processes	Ongoing	Monitor each round of the promotions process	DG, DDG Administration, Director Director: Social Responsibility Bargaining Chamber	Continuous improvement of policy and procedures
3.9	Provide complaint, mediation and grievance procedures	Ongoing	Review existing procedures	Director: Social Responsibility	Staff satisfaction with procedures
3.10	Ensure equity of access to training and staff development	Ongoing	Training needs of all staff members are identified and	Director: Social Responsibility	All staff members are trained and developed.

			Workplace Skills Plan is compiled.	Training Committee	
3.11	Effective management of conflict	Ongoing	Training on conflict management for supervisors and managers.	Director: Social Responsibility	Number of staff trained

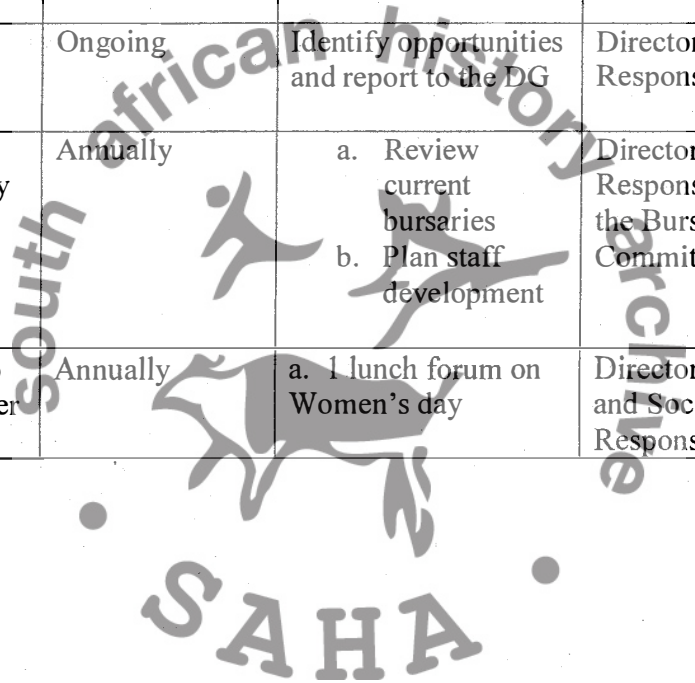
OUTCOME 4: UNDERTAKE NEEDS BASED PROGRAMMES FOR EQUITY GROUPS

EQUITY GROUP- WOMEN

No Equity Group	STRATEGY	TIMEFRAME	ACTION	RESPONSIBILITY	INDICATORS OF SUCCESS
4.1 Women	Recruitment Set targets for senior levels Set targets for areas where women are less than 50%	End of 2014	Recruitment targets agreed upon	Director: Social Responsibility Bargaining Chamber	50% of women at Senior Management by the end 2014.
4.2 Women	Culture Assist women to actively and successfully participate in the Departmental functions.	Ongoing	Women Committees planned	Directorate: Gender Equity Director: Social Responsibility	Women participate in Bargaining Chamber, Bursary, Skills Developmental and Training, Social Responsibility, Bid and adjudication committees.

4.3 Women	Convene gender balanced committees.	Ongoing	Examine all committees for gender balance and request chairs to provide strategies for redressing any gender imbalance	Directorates: Gender Equity & Social Responsibility	All committees have well balanced gender representative.
4.4 Women	Provide career development planning for women	Annually	20 women per year	D: gender Equity & Director: Social Responsibility	Numbers attending meet the target
4.5 Equity	Ensure gender balance in recruitment committees	Ongoing	All panel attempt gender balance. Departmental panel has at least 1 or 3 women on panel	Directors: Staffing Services & Social Responsibility	Selection panel statistics monitored by Directorate: staffing Services
4.6 Women	Encourage women to apply for positions where they are not well represented	Ongoing	Monitor selection Criteria and advertising strategy	Director: Social Responsibility	Female applicants given first preference.
4.7 Women	Identifying training opportunities for women.	Ongoing	Managers review opportunities	All Senior Managers and Director: Social Responsibility	All women trained.
4.8 Women	Ensure selection process include employment equity targets.	Ongoing	Chairs of selection panels use criteria specified by Employment Equity Policy.	Director : Staffing Services & Director: Social Responsibility	Potential staff tested against employment equity criteria
4.9 Women	Ensure that new staff are informed of the employment	Ongoing	Induction sessions to incorporate	Director: Social	All new employees attended Induction

	equity policies		information on Employment Equity and Affirmative action	Responsibility	Course
4.10 Women	Make available appropriate management and leadership training for female staff	Ongoing	Identify opportunities and report to the DG	Director: Social Responsibility	All female managers capacitated.
4.11 Women	Encourage women staff to undertake post-graduate study through the Departmental Bursary Scheme.	Annually	<ul style="list-style-type: none"> a. Review current bursaries b. Plan staff development 	Director: Social Responsibility and the Bursary Committee	60% of women have by end of 2014.
4.12 Women	Provide forums for women to discuss professional and career matters	Annually	a. 1 lunch forum on Women's day	Directorate: gender and Social Responsibility	Women forums in place.



EQUITY GROUP – HISTORICALLY DISADVANTAGED INDIVIDUALS

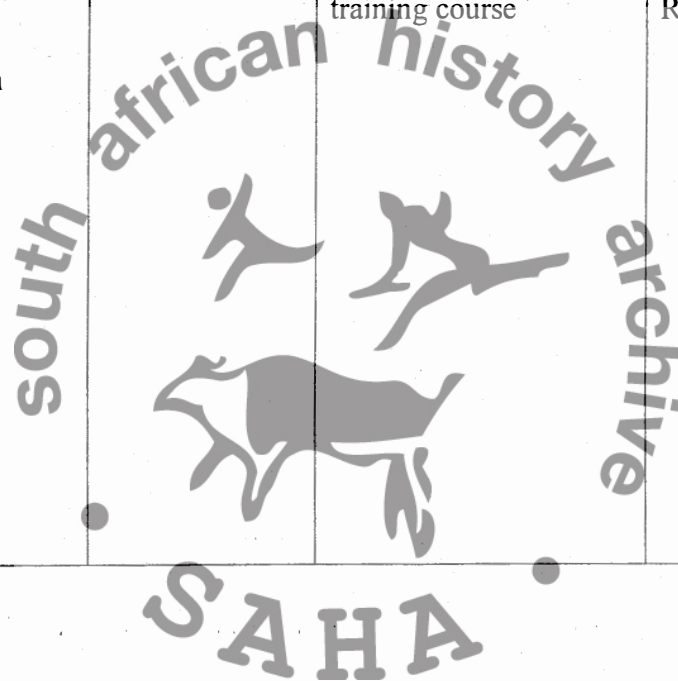
No Equity Group	STRATEGY	TIMEFRAME	ACTION	RESPONSIBILITY	INDICATORS SUCCESS
4.13 HDI's	Recruitment strategy for HDI's	ongoing	a. Negotiate designated positions. b. Set targets c. Set criteria and fill positions	Director: Social Responsibility	Equity targets achieved by the end of 2014.
4.14 HDI's	Culture – Enhance knowledge and understanding of HDI's	ongoing	a. Meet to develop plan b. Identify training opportunities c. Make appropriate management and leadership training for HDI's	Director: Social Responsibility	HDI's well capacitated
4.15 HDI's	Conduct career planning for HDI's	Ongoing	a. Liaise with staff b. Develop performance and career development	Director: Social Responsibility	Performance and Career development plans in place.

			plans on quarterly basis		
4.16 HDI's	Conduct cultural awareness training for staff	Annually	50 participants per annum	Director: Social Responsibility	Feedback from staff
4.17 HDI's	Maintain a mentoring, coaching and support programmes for staff	Ongoing	Regular staff meetings	All SMS and MMS managers	Feedback from staff

EQUITY GROUP – PEOPLE WITH DISABILITIES

No & Equity Group	STRATEGY	TIMEFRAME	ACTION	RESPONSIBILITY	INDICATORS OF SUCCESS
5.1 People with disabilities	Improve accuracy of statistical reports of staff with disabilities	Ongoing	Conduct survey and focus group	Director: Social Responsibility	Enhanced knowledge of staff numbers
5.2 People with disabilities	Continue audit implementation and facilities improvement	quarterly	Have regular meetings with employees with disabilities. Create a reasonable job accommodation for employees with disabilities	Director: Social Responsibility	Reasonable job accommodation created.

5.3 People with disabilities	Communication with senior management regarding disability matters.	Ongoing	Regular feedback provided to people with disabilities on their workplace needs.	Director: Social Responsibility	Matters on people with disabilities well communicated.
5.4	Ensure that Selection Panel training sessions incorporate principles relating to people with disabilities.	Ongoing	Design selection panel training course	Director: Social Responsibility	The targets of 4% has been reached by 2014.



OUTCOME 6: MANAGERS AND EMPLOYEES INFORMED, TRAINED AND ACCOUNTABLE FOR EMPLOYMENT EQUITY

No	STRATEGY	TIMEFRAME	ACTION	RESPONSIBILITY	INDICATOR OF SUCCESS
6.1	Senior managers produce statement of support for Employment Equity Programme and Workplace diversity	Annually	Statement on EE Plan 2009 - 2014	Director: Social Responsibility	Statement produced and available
6.2	Promote Equity activities via policies and procedures on the web, posters, news bulletin, articles and information sessions.	Ongoing	Design and distribute posters, regular update of web page, articles in newsletters	Director: Social Responsibility	High level of awareness of Equity activities
6.3	Provision of training	Ongoing	Training plan to include: sexual harassment, disability awareness, cross cultural awareness.	Director: Social Responsibility	Training provided
6.4	Inform staff of contents of EE Management Plan	Ongoing	Conduct workshops, information sessions and distribute copies of the plan to all staff members	Director: Social Responsibility	Staff awareness raised
6.5	Employment Equity matters integrated into relevant training programmes and policies	Ongoing	Training plan produced annually	Director: Social Responsibility	Training conducted which enhances: <ul style="list-style-type: none"> - Interpersonal skills - training addresses

					diversity and equity - variety of communication strategies
6.6	Managers have EE objectives in their performance agreements and reviews	Ongoing	Managers assessed against performance agreements	Senior managers	All senior positions performance agreements contain reference to management of EE objectives
6.7	Improve knowledge of supervisors in major issues in managing EE objectives	Annually	Conduct compulsory seminars and workshops annually for supervisors outlining the rights and responsibilities of supervisors and major issues in managing EE plan	Director: Social Responsibility	Managers well capacitated.
6.8	Ensure staff knowledge of harassment, how to prevent it and procedures for dealing with it.	Annually	Conduct annual wide awareness programme on harassment	Director: Social Responsibility Directorate: Gender Equity	- Number of complaints reducing - Numbers participating in training
6.9	Ensure official publications do not contain discriminatory language.	Ongoing	a. Monitor official publications b. Inform staff of inclusive language	Director: Social Responsibility & Directorate: Communications	Official publications contain no inappropriate discriminatory language

6.10	Promote awareness of the Departmental support of work and leave policy	Ongoing	<ul style="list-style-type: none"> a. Produce brochure b. Monitor leave arrangements 	Director: Social Responsibility	Employee Assistance Programme is well implemented.
6.11	Continue to promote conflict resolution and internal mediation and grievance procedures	Ongoing	<ul style="list-style-type: none"> a. Investigate credential training b. Conduct regular training of conflict management. 	Director: Social Responsibility	Increased staff knowledge
6.12	Prevention of discrimination on grounds of race, gender and disability	Ongoing	Undertake anti-racism campaign	Director: Social Responsibility	Awareness of unlawful discrimination raised

