



OFFICE OF THE PREMIER

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Date 23 January 2017

To: All Staff Members

CIRCULAR NO. 01/2017

REVIEW OF THE REMUNERATIVE WORK OUTSIDE THE PUBLIC SERVICE (RWOPS) POLICY FOR THE OFFICE OF THE PREMIER (OTP)

1. This circular serves to inform OTP staff about the following:
 - a) the RWOPS policy for OTP is currently under review and
 - b) the application process to be followed for performing remunerative work outside the public service during the period of review.
2. The said review is occasioned by the Directive (*Directive on Other Remunerative Work Outside the Employee's Employment in the Relevant Department as Contemplated in Section 30 of the Public Service Act, 1994*) issued by the Minister of Public Service and Administration effective from 01 November 2016.
3. The attached Directive sets out the application process to perform other remunerative work and prescribes the form to be used by employees to apply for permission to undertake other remunerative work.
4. Accordingly, all staff members who wish to do remunerative work outside the public service must:
 - a) Before undertaking other remunerative work, first obtain written permission from the Executive Authority or delegated authority by way of completing sections A to D of the application form (*Attached hereto as Annexure "A"*) and submit the duly completed form to the Office of the Director General.

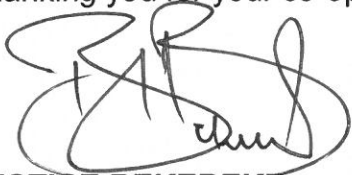
b) The Executive Authority or delegated authority will accordingly make a decision in terms of Section 30 of the Act.

5. Employees who received approval in terms of the OTP RWOPs Policy since January 2016 to date are required to submit a copy thereof to the Office of the Director-General by no later than 31 January 2017.
6. Employees that are currently conducting other remunerative work should immediately obtain written permission from the Executive Authority by completing the form mentioned in paragraph (4)(a) above.
7. Employees are further advised in this regard of Regulations 13 (i) of the Public Service Regulations, 2016 which states as follows:

An employee shall if he or she has permission in terms of Section 30 of the Act to perform outside remunerative work, not –

- i. perform such work during working hours*
- ii. use official equipment or state resources for such work.*

Thanking you for your co-operation.

A handwritten signature in black ink, appearing to read 'Justice Bekebeke', written over a circular stamp or seal.

**JUSTICE BEKEBEKE
DIRECTOR-GENERAL**