



OFFICE OF THE PREMIER

JW Sauer Building
Cnr Roper and Quinn
Street
Private Bag X5016
KIMBERLEY 8300

Kago ya JW Sauer
Cnr Roper and Quinn
Street
Kgetsanaposo X5016
KIMBERLEY 8300

Tel: (053) 838 2463

Fax: 053- 8382502

E-mail: vfredericks@ncpg.gov.za

Enquiries: V Fredericks

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To: All Employees at the Office of the Premier

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OFFICE OF THE PREMIER: ADHERING TO OFFICIAL WORKING HOURS

I have noticed with dismay that most of the staff members do not adhere to the official working hours which is from 07h30 to 16h30. Officials constantly come to work late without any consequences to that effect. This kind of behaviour cannot be tolerated any longer.

I have therefore decided to implement the following procedure with immediate effect:

- (i) Officials from my office will on a daily basis collect the Attendance Registers of all Units at 07h40;
- (ii) Officials who attend work after 07h40 must sign the Attendance Register in my office;
- (iii) Senior Managers must thereafter ensure that those officials complete a leave form for the number of minutes/hours he/she is late. The Senior Managers shall use the **attached late coming register** to enter the number of minutes/hours an employee is late. Once the minutes/hours has accumulated to 8 hours, a leave form using the date of the last late coming must be completed and submitted to the Human Resource Administration Directorate for capturing;
- (iv) Failure to sign the attendance register in my office will be regarded as being absent without leave (AWOL) and officials will be dealt with in terms of the Disciplinary Code and Procedures in the Public Service;
- (v) If a staff member experience unforeseen/emergency circumstances he/she must inform his/her immediate Supervisor and Unit Head of his/her situation and late coming, where after the immediate Supervisor or Unit Head must before 07h40 make such a note on the comments column of the Attendance Register;

- (vi) In the event where officials are sick, Unit Heads and Supervisors must be notified immediately and the attendance register must be updated as such;
- (vii) Continuous late coming (five (5) times in one month) will be viewed in a serious light and I expect Senior Managers to take disciplinary actions against transgressors. Senior Managers will be disciplined as well for their inaction against transgressors;
- (viii) Every Friday, Senior Managers must provide me with a report on all officials who came late for that week and whether actions has been taken or not by the Senior Manager;
- (ix) The Human Resource Administration Directorate will continuously provide me with progress reports on attendance and late coming in this office; and
- (x) Lastly, I also expect Senior Managers to continue to monitor punctuality and that officials adhere to the stipulated lunch break.

Regards



JUSTICE BEKEBEKE
DIRECTOR-GENERAL