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HOW TO BE A HEALTHY, PRODUCTIVE,  
SUCCESSFUL EDUCATOR

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Imagine life as being a game in which you are juggling five balls. The balls are called WORK, FAMILY, HEALTH and INTEGRITY. And you're keeping all of them in the air.

While juggling day after day, you start to confuse having a career with having a life and sadly only then you come to understand that work is a rubber ball, if you drop it, it will bounce back.

However, the other four balls are made of glass. If you drop one of them it will be irrevocably scuffed, nicked and perhaps even shattered.

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Remember the caution:

Ask before you act.

Keep a papertrail so that you don't get lost.

You can't pour from an empty cup, take care of yourself first.

Choose your thoughts and actions on values instead of personal gain.

Don't get involved in things that is not your responsibility.

In business, what you don't get done today can be done tomorrow, but with family ...

what doesn't get done today may be lost forever.

UNDERSTAND THE BALANCE!

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Understanding your conditions of service will help you to understand the balance between your work and your life



**SAOU**

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Understanding the legislation applicable on you..



**SAOU**

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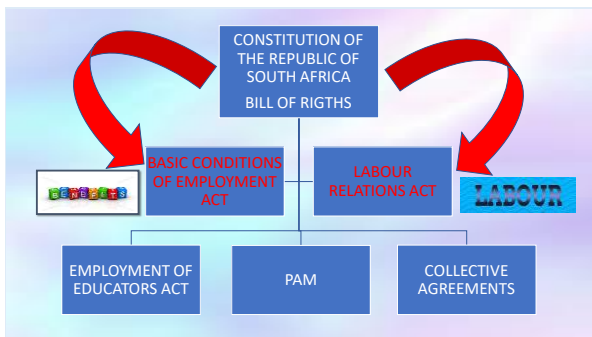
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## CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA



### SECTION 22:

YOU HAVE THE RIGHT TO CHOOSE YOUR TRADE, OCCUPATION OR PROFESSION FREELY. THE PRACTICE OF A TRADE, OCCUPATION OR PROFESSION MAY BE REGULATED BY LAW

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## BASIC CONDITIONS OF EMPLOYMENT ACT

TO GIVE EFFECT AND REGULATE THE RIGHT TO FAIR LABOUR PRACTICES:

- BY ESTABLISHING AND ENFORCING BASIC CONDITIONS OF EMPLOYMENT
- BY REGULATING THE VARIATION OF BASIC CONDITIONS OF EMPLOYMENT

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Basic Conditions  
of Employment Act

Employment of  
Educators Act




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Knowing who your employer is ...



**SAOU**

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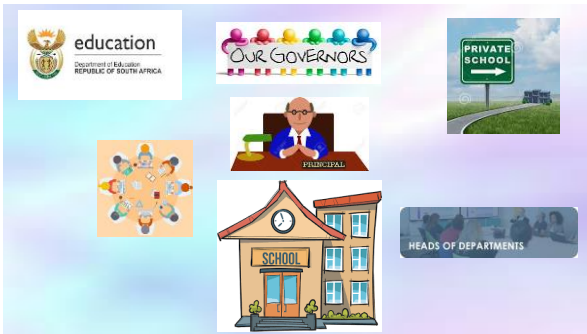
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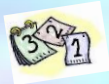
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Receiving your Contract of Employment..

TEMPORARY

PERMANENT




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TEMPORARY INCAPACITY LEAVE	(1 – 29 DAYS ABSENT)
PERMANENT INCAPACITY LEAVE	(20 AND MORE DAYS ABSENT)
MATERNITY LEAVE	(4 CALENDAR MONTHS)
LEAVE FOR OCCUPATIONAL INJURIES AND DISEASES	(NO NUMBER OF DAYS SPECIFIED)
SPECIAL LEAVE FOR QUARANTINE PURPOSES	(NO NUMBER OF DAYS SPECIFIED)
SPECIAL LEAVE FOR PROFESSIONAL AND PERSONAL DEVELOPMENT AND RELIGIOUS OBSERVANCES	(3 DAYS)
SPECIAL LEAVE FOR STUDY PURPOSES	(NO NUMBER OF DAYS SPECIFIED)
SPECIAL LEAVE FOR EXAMINATION PURPOSES	(1 DAY BEFORE EXAMINATION AND DAY OF EXAMINATION)
SPECIAL LEAVE FOR PARTICIPATING IN SPORTING, CULTURAL AND OTHER EVENTS	(NO NUMBER OF DAYS SPECIFIED)
SPECIAL LEAVE IN EXTRAORDINARY CIRCUMSTANCES	(NO NUMBER OF DAYS SPECIFIED)
UNPAID LEAVE	(184 CONSECUTIVE DAYS)
UNPAID LEAVE FOR CONTINUITY OF SERVICE	(120 DAYS CONSECUTIVE DAYS)

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## TEMPORARY EMPLOYEES

ARE ELIGIBLE FOR THE FOLLOWING TYPES OF LEAVE ON A PRO RATA BASIS LINKED TO THE DURATION OF HIS/HER CONTRACT:

- NORMAL SICK LEAVE (1 DAY FOR EVERY 26 DAYS WORKED)
- MATERNITY (10 DAYS FOR EVERY MONTH EMPLOYED)
- PRE-NATAL (THE SAME)
- PATERNITY LEAVE (THE SAME)
- ADOPTION LEAVE (4 DAYS FOR EVERY MONTH WORKED)
- OTHER PROVISIONS

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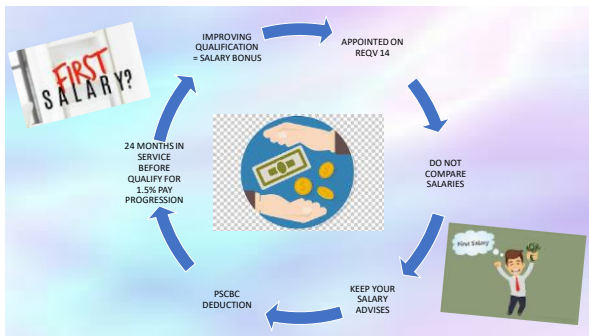
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Your working hours...




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### BASIC CONDITIONS OF EMPLOYMENT ACT

An employer may not require or permit an employee to work more than :

- 45 hours in any week and
- 9 hours in any day if the employee works for five days or fewer in a week or
- 8 hours in any day if the employee works on more than five days in a week




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### EMPLOYMENT OF EDUCATORS ACT (PAM)

- All educators should be at school during the formal school day, which should not be less than 7 hours per day
- All educators may be required to attend programmes for ongoing professional development, up to a maximum of 80 hours per annum outside the formal school day or during holidays. The employer shall give at least one term notice of such programmes.
- The expectation is that every educator must be able to account for 1800 actual working hours per annum.




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*Understanding your colleagues...*




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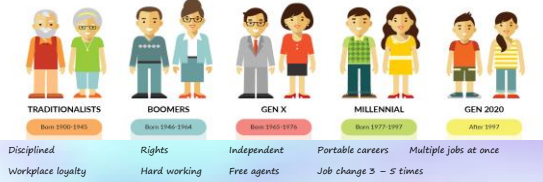
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### Five Generations Working Side by Side in 2020




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#### CHOLERIC

- CHARACTERISTICS:**
- Angry / Aggressive
  - Go-getter (Always right)
  - Walk over you to reach the top
  - No people skills

- HOW TO APPROACH:**
- Give facts, no emotion

- AFRAID:**
- No purpose in life
  - Loss of control

#### SANGUINE

- CHARACTERISTICS:**
- Emotional / Irrational
  - "Life is a party"
  - Great salesman
  - Great people skills

- HOW TO APPROACH:**
- With a lot of heart / applause / recognition

- AFRAID:**
- Rejection
  - Stagnation

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#### PHLEGMATIC

- CHARACTERISTICS:**
- "Stable as the mountains"
  - Do not show any emotion
  - What you see is what you get
  - "Bang Jan eeder as Doole Jan" but a hard worker

- HOW TO APPROACH:**
- No conflict / No deadline

- AFRAID:**
- Conflict

#### MELANCHOLIC

- CHARACTERISTICS:**
- Perfectionist
  - Always serious
  - Private / Introvert
  - Always see the dark side / problems

- HOW TO APPROACH:**
- Very sensitive, experience everything personally

- AFRAID:**
- Criticism

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## It's all about relationships

- **Workplace relationships** are unique interpersonal **relationships** with important implications for the individuals in those **relationships**, and the organizations in which the **relationships** exist and develop.
- **Workplace relationships** directly affect a worker's ability and drive to succeed.
- Relationships require a lot of work and a lot of communication, but it can still be hard to understand what the other person is **thinking**

**AND FEELING.**

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Nick Mallet:

- Pressure situations and what is required to take the correct decisions -

1. Deur foute te maak word lesse geleer;
2. Moenie van iemand verwag om soos 'n ander te wees nie;
3. Jy MOET met jou span kan "connect";
4. Aanhou en uithou saam met jou span tot aan die einde, maak nie saak hoe hopeloos die situasie is nie.

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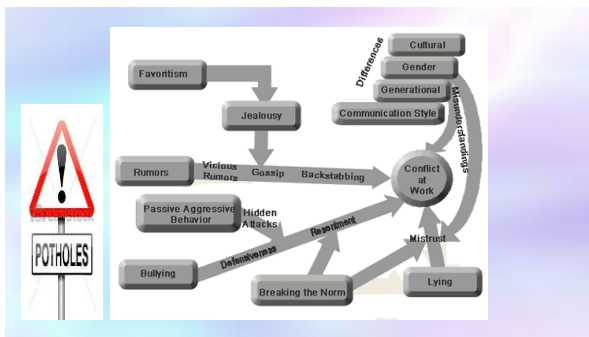
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### AGGRIEVED EDUCATOR




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### CONSEQUENCES OF CONFLICT IN A WORKPLACE:

- PRODUCTIVITY DRAIN
- WASTED RESOURCES
- NEGATIVE TOLL ON PUBLIC IMAGE
- LACK OF COMMUNICATION

### DEADLIEST OF ALL:

DESTROYS A HEALTHY AND SOUND  
WORK RELATIONSHIP!

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### KNOW YOUR RIGHTS




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**CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA**

**LABOUR**

**SEC 33:**

**YOU HAVE THE RIGHT TO JUST AND ADMINISTRATIVE ACTION  
WHICH MEANS:**

**ADMINISTRATIVE ACTION THAT IS**

**LAWFUL, REASONABLE AND PROCEDURALLY FAIR**

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**LABOUR RELATIONS ACT**

**SCHEDULE 8:**

**YOU HAVE A RIGHT TO DISCIPLINARY ACTION**

**WHICH IS BOTH SUBSTANTIVELY  
AND  
PROCEDURALLY FAIR**

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**BASIC CONDITIONS OF EMPLOYMENT ACT &  
EMPLOYMENT OF EDUCATORS ACT (PAM)**

**- GRIEVANCE PROCEDURE**

**- DISCIPLINARY CODE AND PROCEDURE**

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Employment of Educators Act, 1998 (Act 76 of 1998)

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## EMPLOYER-EMPLOYEE RELATIONSHIP

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*A employer-employee relationship, generally exists when a worker agrees to work for an employer, on a full-time or part-time basis, for a specified or indeterminate period of time, in return for wages or a salary. The employer has the right to decide where, when and how the work is to be done by the employee.*

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**IT IS ALL ABOUT TRUST..**

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**a TRUST RELATIONSHIP**  
that has been  
broken down irretrievably destroys a  
employer-employee relationship.

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Watch out for the following potholes:

- THEFT
- DISHONESTY
- INSUBORDINATION
- UNDER THE INFLUENCE OF ALCOHOL DURING SCHOOL HOURS
- ASSAULT
- CORPORAL PUNISHMENT
- UNACCEPTABLE SEXUAL RELATIONSHIPS
- SEXUAL HARASSMENT
- ABSCONDMENT




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**AUDI ALTERAM PARTEM – RULE**  
**“HEAR THE OTHER SIDE”**

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**AUDI ALTERAM PARTEM**

WHAT DID I DO WRONG?

WHAT ARE MY RIGHTS IN THIS PROCESS?

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**AUDI ALTERAM PARTEM**

WHAT DID I DO WRONG?

WHAT ARE MY RIGHTS IN THIS PROCESS?

- WAS THERE A RULE?
- SHOULD I HAVE KNOWN ABOUT THE RULE?
- DID I CONTRAVENE THE RULE?
- WAS THE EMPLOYER CONSISTENT IN APPLYING THE RULE?
- WAS THE SANCTION GIVEN A APPROPRIATE SANCTION?

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AUDI ALTERAM PARTEM	
WHAT DID I DO WRONG?	WHAT ARE MY RIGHTS IN THIS PROCESS?
<ul style="list-style-type: none"> <li>• WAS THERE A RULE?</li> <li>• SHOULD I HAVE KNOWN ABOUT THE RULE?</li> <li>• DID I CONTRAVENE THE RULE?</li> <li>• WAS THE EMPLOYER CONSISTENT IN APPLYING THE RULE?</li> <li>• WAS THE SANCTION GIVEN A APPROPRIATE SANCTION?</li> </ul>	<ul style="list-style-type: none"> <li>• PROPER NOTICE               <ul style="list-style-type: none"> <li>- Allegations that are not vague and/or confusing</li> </ul> </li> <li>• FAIR HEARING               <ul style="list-style-type: none"> <li>- Speedy hearing</li> <li>- Enough time to prepare</li> <li>- Right to representation</li> <li>- Right to a hearing that is chaired by an objective presiding officer</li> </ul> </li> <li>• PROPER PROCESS</li> </ul>

 **DON'T GIVE UP YOUR RIGHTS!**

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Remember the caution:

Ask before you act.

Keep a papertrail so that you don't get lost.

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In business, what you don't get done today can be done tomorrow, but with family ...

what doesn't get done today may be lost forever.

UNDERSTAND THE BALANCE!

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Johan Smit:

"Jou doel op aarde is verhoudings. Die Bybel is duidelik; wees lief vir God, wees lief vir jou medemens. As jy dit nie doen nie, nie tyd maak vir die mense vir wie jy lief is nie, doen jy nie waarvoor jy gemaak is nie."

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Fika Van Rensburg:

*"Ander se verontregting kanselleer nie God  
se opdrag om nogsteeds goed te doen nie."*

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Johan Volsteedt:

*"Wanneer jy met kinders werk, moet jy  
teleurstelling verwag."*

*"Wanneer jy moet straf, doen dit altyd met 'n  
bietjie genade"*

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Andy Taylor:

*"We never gave up!*

*We never gave up in a child, we never gave up in  
the system, we never gave up in education, we never  
gave up in ourselves.*

*We just never gave up!"*

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*Fly high, enjoy the flight and never give up!*

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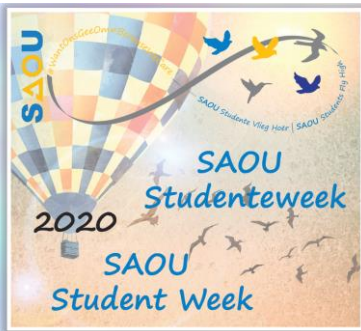
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Thank you

Ankia Bester  
[ankiab@saou.co.za](mailto:ankiab@saou.co.za)




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