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| MEMORANDUM FROM THE PARLIAMENTARY OFFICE |

**NATIONAL ASSEMBLY**

**FOR WRITTEN REPLY**

**QUESTION 2517**

**DATE OF PUBLICATION OF INTERNAL QUESTION PAPER: 27/08/2022**

**INTERNAL QUESTION PAPER NO 26 OF 2022**

**Dr W J Boshoff (FF Plus) to ask the Minister of Higher Education, Science and Innovation:**

(1) (a) What (i) total number of employees of his department are currently working from home, (ii) number of such employees have special permission to work from home and (iii) are the reasons for granting such special permission and (b) on what date will such workers return to their respective offices;

(2) whether he will make a statement on the matter?

**NW3016E**

**REPLY:**

**DEPARTMENT OF SCIENCE AND INNOVATION**

1. **(a) What (i) total number of employees of his department are currently working from home?**

The Department has 377 employees as of 1 September 2022 of which 50% (188) work remotely at any given day while the other 189 report to the office at any given day. Employees rotate reporting to the office and maintain 50% attendance. Senior Management Service (SMS) are required to report the office 3 days per week and 2 days for non-SMS.

**(ii) Number of such employees have special permission to work from home?**

There are 2 employees who have applied for reasonable accommodation to work from home due to ill-heath in line with the Policy and Procedure on Incapacity and ill-heath Retirement. Their applications are currently being processed for consideration and therefore work from home until the outcome of their applications.

**(iii) Are the reasons for granting such special permission?**

The Department has approved a staggered return to the office with a 50% rotation in line with Code of Practice on Managing SARS-COV2 in the Workplace and the Environmental regulations for Workplaces. In ensuring that the department does not expose employees to unconducive working conditions, it has maintained the staggered reporting to the office as a mitigation. There is a long-term project registered with the Department of Public Works to upgrade the building.

**(b) On what date will such workers return to their respective offices?**

Employees will continue reporting to the office in the staggered manner until the department has secured an alternative office which is June 2023. Employees who have applied for reasonable accommodation due to ill-heath will work from home until the outcome of their applications as recommended by the Health Risk Manager.

1. **Whether he will make a statement on the matter?**

Not applicable.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**

**CORPORATE SERVICES BRANCH**

| 1. **BRANCH:**
 | **CORPORATE SERVICES (ALL DIRECTORATES)** |
| --- | --- |
| 1. Total number of employees currently working from home
 | 0 |
| **ii)** Number of employees who have special permission to work from home | 0 |
| 1. Reasons for granting such special permission
 | Not Applicable |
| 1. What date will such workers return to their respective offices?
 |
| Not Applicable |

**OFFICE OF THE CHIEF FINANCIAL OFFICER AND DIRECTORATES/UNITS REDERING DESIGNATED FUNCTIONS UNDER ITS AUSPICES**

| 1. **Directorate:**
 | **Chief financial Officer** | **Financial Management** | **Supply Chain Management** | **Development Support** | **Public Entities** |
| --- | --- | --- | --- | --- | --- |
| 1. Total number of employees currently working from home
 | 0 | 0 | 0 | 0 | 0 |
| 1. Number of employees who have special permission to work from home
 | 0 | 0 | 0 | 0 | 0 |
| 1. Reasons for granting such special permission
 | None | None | None | None | None |
| 1. What date will such workers return to their respective offices?
 |
| Not Applicable |

**PLANNING, POLICY AND STRATEGY BRANCH**

| 1. **BRANCH:**
 | **PLANNING, POLICY AND STRATEGY (ALL DIRECTORATES)** |
| --- | --- |
| 1. Total number of employees currently working from home
 | 0 |
| 1. Number of employees who have special permission to work from home
 | 0 |
| 1. Reasons for granting such special permission
 | Not Applicable |
| 1. What date will such workers return to their respective offices?
 |
| Not Applicable |

**COMMUNITY EDUCATION AND TRAINING BRANCH**

| 1. **BRANCH:**
 | **COMMUNITY EDUCATION AND TRAINING BRANCH (ALL DIRECTORATES)** |
| --- | --- |
| 1. Total number of employees currently working from home
 | 0 |
| 1. Number of employees who have special permission to work from home
 | 0 |
| 1. Reasons for granting such special permission
 | Not Applicable |
| 1. What date will such workers return to their respective offices?
 |
| Not Applicable |

**SKILLS DEVELOPMENT BRANCH**

| 1. **BRANCH:**
 | **SKILLS DEVELOPMENT BRANCH** **CHIEF DIRECTORATES: INDLELA, NSA AND SETA COORDINATION** |
| --- | --- |
| 1. Total number of employees currently working from home
 | 1 employee is currently working hybrid (from home and office) at SETA Coordination. |
| 1. Number of employees who have special permission to work from home
 | 1 employee stated above was given special permission to work hybrid.  |
| 1. Reasons for granting such special permission
 | She was granted special permission due to her critical but stable condition with comorbidity (lung problem). |
| 1. What date will such workers return to their respective offices?
 |
| It is not possible to specify when she will fully return to office since her ill-health and state of vulnerability is unpredictable. She needs to be given reasonable accommodation to continue working. |

| **BRANCH:** | **University Education** |
| --- | --- |
| Total number of employees currently working from home | 2  |
| Number of employees who have special permission to work from home | 2  |
| Reasons for granting such special permission | Ill-health and family responsibility |
| What date will such workers return to their respective offices? |
| It is not possible to specify when they will fully return to office since her ill-health  |

| **BRANCH:** | **TVET** |
| --- | --- |
| Total number of employees currently working from home | 0 |
| Number of employees who have special permission to work from home | 0 |
| Reasons for granting such special permission | N/A |
| What date will such workers return to their respective offices?: N/A |