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LEGAL NOTICE NO.3 OF 2002

TEACHING SERVICE REGULATIONS 2002

Pursuant to section 76 of the Education Act, 1995, I

ARCHIBALD LESAO LEHOHLA

Minister of Education, make the following Regulations:

**PART I
PRELIMINARY**

Citation and commencement

1. These Regulations may be cited as the Teaching Service Regulations, 2002, and shall come into operation on the date of publication in the Gazette.

Interpretation

In these Regulations unless the context otherwise requires -

"appointing authority" in relation to a teacher means the Commission in the case of a teacher appointed by the Commission or, in the case of a teacher appointed by an Education Secretary or Supervisor, that Education Secretary or Supervisor;

"certificated teacher" means a teacher who is registered under section 35 of the Act;

"Chief Education Officer" means the Chief Education Officer (Teaching Service);

"Commission" means the Teaching Service Commission established under section 144(2) of the Constitution of Lesotho, 1993;

"contract appointment" means appointment for a fixed period;

"doctor" means a registered medical practitioner;

"employer" means the Government of Lesotho in the case of a teacher paid by the Government, or the Proprietor in the case of a privately paid teacher in a school owned by a Church or the school proprietor in the case of a private or community school;

"Government" means the Government of Lesotho;

"Joint Reference Committee" means the committee established under section 71 of the Act;

"leadership post" means the post of -

- (i) Principal or Deputy Principal in the case of primary schools, and
- (ii) Principal, Deputy Principal or Head of a Department in the case of post-primary schools;

"permanent terms" means terms to which regulation 10 applies;

"Principal Secretary" means the Principal Secretary for the Ministry of Education;

"probationary appointment" means an appointment on temporary terms which may, after a given period and subject to satisfactory service, be converted to permanent terms;

"provisional appointment" means an appointment made to ensure continuity of teaching while the normal process for filling a vacancy is carried out;

"registered teacher" means a person who holds a valid registration certificate as a teacher with the Teaching Service;

"Registrar" means the Registrar of the Examinations Council of Lesotho;

"Service" means the Teaching Service established under section 31 of the Act;

"substantive post" means a permanently established post in the Service for which budgetary provision has been made with the Ministry of Finance, other than a post of replacement of a teacher on sick leave, confinement leave or study leave;

"substitute teacher" means a teacher appointed or allocated to a school as a replacement for a teacher on sick leave, confinement leave or study leave;

"substitute allocation" means the allocation of a person to a school as a substitute teacher;

"temporary terms" means terms to which regulation 11 shall apply;

"the Act" means the Education Act, 1995;

"uncertificated teacher" means a teacher who is registered under section 37 of the Act;

"unqualified teacher" means an uncertificated teacher whose certificate of registration contains restrictions which would preclude his teaching in the type of school to which it is proposed he be allocated or appointed.

PART II REGISTRATION OF TEACHERS

Registration of Teachers

3. (1) A person who wishes to be registered with the Service shall apply to the Chief Education Officer in the form set out in Schedule 1.
- (2) The application shall be accompanied by -
 - (a) certified copies of educational qualifications;
 - (b) a medical certificate obtained from a doctor in a Government hospital or other medical institution approved by the Chief Education Officer for this purpose and listed in the appendix to Schedule 1;
 - (c) a reference letter from the Principal of an educational institution or person of similar standing, testifying to the applicant's good character.

- (3) [f the medical certificate referred to in sub-regulation (2) (b) is delivered personally by the applicant to the office of the Chief Education Officer, it shall be enclosed in an envelope provided with Schedule 1 and sealed by the doctor.
- (4) The Chief Education Officer may request some evidence in relation to the requirements stipulated under sub-regulation (2).
- (5) An expatriate applicant shall be registered on request if -
 - (a) he satisfies the requirements stipulated in section 35 or 37 (1) of the Act, as the case may be; and
 - (b) he is lawfully resident in Lesotho under conditions which would not preclude him from applying for appointment to the Teaching Service.
- (6) The Chief Education Officer shall consider an application made under sub-regulation (1) and, within 30 days of the receipt of the application, inform the applicant of the decision reached.
- (7) If the application is successful, and the applicant has the qualifications specified by the Minister in section 33 of the Act, the Chief Education Officer shall -
 - (a) register the applicant under section 35 of the Act; and
 - (b) issue the applicant with a certificate of registration in the form set out in Schedule 2.
- (8) If the application is successful but the applicant does not have the qualifications specified by the Minister under section 33 of the Act, the Chief Education Officer may, with the approval of the Minister -
 - (a) register the applicant under section 37 of the Act; and
 - (b) issue the applicant with a certificate of registration in the form set out in Schedule 3, which may contain restrictions in relation to the subjects or classes which may be taught;
- (9) If the application is not successful, the Chief Education Officer shall inform the applicant in the form set out in Schedule 4.

- (10) If a person registered under section 37 of the Act, in accordance with sub-regulation (8), should subsequently acquire the qualifications specified by the Minister in section 33 of the Act -
- (a) he may apply to the Chief Education Officer for re-registration;
 - (b) the Chief Education Officer shall re-register the teacher under section 35 of the Act and issue a new certificate of registration set out in the form of Schedule 2; and
 - (c) a new medical certificate shall not be required for such re-registration.

Removal from the Register

4. (1) A certificate of registration shall remain valid unless the teacher's name is removed from the register by the Chief Education Officer on the grounds stipulated in section 39 of the Act.
- (2) Where the Chief Education Officer removes a teacher's name from the register, he shall forthwith cause to be served on that teacher and on the proprietor of the school employing that teacher notice of such removal stating the reasons.
- (3) A teacher whose name has been removed from the register shall, within 30 days, return his certificate of registration to the Chief Education Officer.
- (4) An application by the teacher for the removal of his name from the register shall not be made a pre-requisite for the payment of any terminal benefit or gratuity.
- (5) A teacher whose name has been removed from the register may apply to the Chief Education Officer to have his name restored to the register.
- (6) On receipt of an application to restore a teacher's name to the register, the Chief Education Officer may either -
- (a) grant the application;
 - (b) refuse the application; or
 - (c) grant the application subject to conditions.

- (7) A teacher who is aggrieved by the decision of the Chief Education Officer under sub-regulation (1) or (6) may, within 60 days of receipt of the decision, appeal to the Minister.
- (8) If as the result of an appeal a teacher's name is restored to the register, it shall be deemed never to have been removed from the register, and if his employment has been terminated by reason of the removal of his name from the register, he shall forthwith be re-employed and paid by his employer his salary in full with effect from the date on which he ceased to be paid:

Provided that if as a result of an appeal the teacher's name is restored to the register subject to conditions, it shall be in the discretion of the employer whether he re-employs the teacher or pays him any salary in respect of the period when his name was off the register.

PART III

EDUCATIONAL QUALIFICATIONS

Educational qualifications

5. (1) The Chief Education Officer shall maintain and publish a list of teachers' educational qualifications obtained from the local teacher training institutions and prescribed by the Minister, and educational qualifications deemed equivalent to them from elsewhere.
- (2) A person who holds the educational qualifications referred to under sub-regulation (1) shall be designated as a certificated teacher.
- (3) The Chief Education Officer shall maintain and publish a career structure for the Service together with salary scales, qualifications and experience required for teachers.
- (4) A person who holds educational qualifications shall, for the purpose of proving ownership of these qualifications, submit-
- (a) a documentary personal identity;

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- (b) original certificates or the official testimony issued by the relevant examination authority if the actual certificates are not available.

Effective date for validity of educational qualifications

- 6. (1) Educational qualifications shall be deemed to be existent and valid as from the date of their conferment, stipulated on them by the relevant authority, and any queries arising therefrom shall be referred to the Joint Reference Committee.
- (2) An effective date for entitlement to remuneration, based on educational qualifications, shall depend on -
 - (a) sub-regulation (1); or
 - (b) the effective date of employment or assumption of duty.
- (3) Qualifications existing at the time of registration shall only be accepted if declared at the time of registration.
- (4) If the supporting documents are not available at that time, the qualifications shall be declared with the footnote "documents to follow".
- (5) Where qualifications are declared without supporting documents, as in sub-regulation (4), they shall not be recognised for salary purposes until the documents are presented.
- (6) Salary increments shall not be paid retrospectively for a period longer than 2 months, except in cases where the delay was caused by the late issue of documents by the relevant examination authorities, or other unavoidable circumstances.

Length of service

- 7. (1) For salary and career structure purposes, a teacher's length of service shall include teaching experience at any level, whether or not it is continuous and whether or not it is within Lesotho, provided that in the case of service outside Lesotho it is supported

by documentary evidence satisfactory to the Chief Education Officer.

- (2) Work outside the teaching field may be considered if, in the opinion of the Chief Education Officer, it is connected with education or is in other ways relevant to the quality of the teacher's work.
- (3) For pension purposes -
 - (a) a teacher's length of service shall be his total length of service since 1982 on permanent and pensionable terms under the employment of the Teaching Service Commission, or prior to the coming into force of the Act, in a teaching post paid by the Government, provided that this service includes a period of at least 10 years in which there is no break in service longer than 6 months;
 - (b) service on probationary appointment shall be included provided the appointment was subsequently confirmed;
 - (c) service as a certificated teacher on temporary terms in a substitute post paid by the Government shall also be included.

PART IV CONDITIONS OF EMPLOYMENT

Types of appointment

8. The appointment of a teacher may be -
 - (a) on permanent and pensionable terms;
 - (b) on temporary terms;
 - (c) on contract terms;
 - (d) on acting appointment; or
 - (e) on probation.

Employment of teachers

9. (1) The Commission may appoint any registered teacher to the Service.
- (2) The terms of a teacher's appointment shall be determined by the Director, Teaching Service Department in consultation with the Chief Education Officer.
- (3) An employer other than the Commission may appoint a teacher on condition that teacher is registered, and the terms of such appointment may be negotiated between the employer and the teacher.
- (4) The following categories of teacher shall be appointed on temporary terms -
 - (a) uncertificated teachers;
 - (b) expatriates;
 - (c) teachers above the age of 55 years;
 - (d) teachers appointed provisionally pending due process for filling a vacancy, in accordance with regulation 20.
- (5) A teacher who is appointed for a limited period may be appointed on contract terms.
- (6) Apart from those teachers to whom sub-regulations (4) and (5) apply, certificated teachers who are citizens of Lesotho shall normally be appointed on temporary terms for a probationary period of 2 years, after which their appointments may be confirmed on permanent terms.
- (7) Notwithstanding sub-regulation (6), the Chief Education Officer may direct that a teacher be appointed on temporary or contract terms.
- (8) If a period of 12 months has elapsed between registration and first appointment to the Service, a teacher shall submit a new certificate of medical fitness.
- (9) A teacher shall be notified of his appointment by the form set out in Schedule 8 or 9, as the case may be.

- (10) An uncertificated teacher shall teach at the level specified on his registration certificate, which may be updated, from time to time, as circumstances may allow.

Termination of permanent and pensionable appointment

10. (1) A permanent and pensionable appointment may be terminated -
- (a) by an employer or a teacher by giving 3 months' notice, made in writing and copied to the School Board or Management Committee, or payment of 3 months' salary in lieu of such notice;
 - (b) irrespective of paragraph (a), at any time, by a written mutual agreement between concerned parties in the form set out in Schedule 13;
 - (c) by an employer, at any time, without giving 3 months' notice, on the grounds of misconduct following due process.
- (2) If an employer terminates a permanent and pensionable appointment under sub-regulation (1) (a), the employer shall state reasons for the termination.

Termination of temporary appointment

11. (1) A temporary appointment may be terminated -
- (a) by an employer or a teacher, at any time, by giving one month's notice, made in writing and copied to the School Board or Management Committee, or payment of one month's salary in lieu of notice;
 - (b) irrespective of paragraph (a), at any time, by a written mutual agreement between concerned parties in the form set out in Schedule 13;
 - (c) by the employer, at any time, without giving one month's notice, on the grounds of misconduct following due process.
- (2) If an employer terminates a temporary appointment under sub-regulation (1) (a), the employer shall state the reasons for the termination.

Contract appointment

12. (1) A contract appointment -
- (a) shall be for such period as may be determined and specified in the contract of employment;
 - (b) may be terminated by an employer or a teacher, at any time before the expiry of the specified period, by giving 3 months' notice, made in writing and copied to the School Board or Management Committee, or payment of 3 months' salary in lieu of notice;
 - (c) may be terminated irrespective of paragraph (b), at any time by a written mutual agreement between the concerned parties and set out in the form set out in Schedule 13;
 - (d) may be terminated by the employer, at any time, without giving 3 months' notice, on the grounds of misconduct following due process;
 - (e) may be renewed;
 - (f) shall be made in respect of teachers with special skills, competency or experience.
- (2) If an employer terminates a contract appointment under sub-regulation (1), the employer shall state reasons for such termination.

Acting appointment

13. (1) When a holder of a leadership post is for any reason absent, or is acting in a higher leadership post, another teacher shall be appointed to act.
- (2) Where a holder of a leadership post is expected to be, or is absent for more than 28 days, an acting appointment shall be made in the form set out in Schedule 14.
- (3) Where a leadership post becomes vacant, and no suitable person with the necessary qualifications and experience can be found to

fill it. a person with lower qualifications or experience may be appointed to act.

- (4) An acting appointment may be made for a period not exceeding one year and may be renewed.

Probationary appointment

14. (1) A certificated teacher who is a citizen of Lesotho shall first be appointed on temporary terms for a probationary period of 2 years.
- (2) On the completion of the two-year probationary period, a teacher may apply through his Principal to the School Board or Management Committee for confirmation of his appointment and on receipt of such an application, the Principal shall apply to the Chief Inspector of Schools for an assessment of the teacher's work. using the form set out in Schedule 11.
- (3) After arranging for an assessment of the teacher's work, the Chief Inspector of Schools shall address his report to the School Board or Management Committee, with copies to the teacher and to the Commission.
- (4) The School Board or Management Committee may, after considering the Chief Inspector's report, recommend to the Commission that the teacher's appointment be confirmed.
- (5) If the Commission decides that a teacher's appointment should be confirmed, it shall request the Director, Teaching Service Department to place that teacher on permanent and pensionable terms, and the teacher shall be informed of the confirmation of his appointment using the form of Schedule 10.
- (6) If the Commission finds that the teacher's service has been unsatisfactory, it may either -
- (a) extend the probationary period; or
 - (b) terminate the teacher's appointment.
- (7) Once a teacher's appointment has been confirmed, it shall be at the discretion of the appointing authority whether or not to require him to serve any further probationary period if he is re-appointed after a break in service.

\ \ ork permit

15. (1) It shall be the duty of the employer to apply, through the Chief Education Officer, for a work permit on behalf of an expatriate teacher, and to ensure that it is renewed when necessary.
- (2) In the case of a teacher employed by the Commission, if the School Board or Management Committee wishes the teacher's employment to be extended, it shall request the Commission to approve the extension at least 6 months before the permit is due to expire.
- (3) If the Commission agrees to extend the teacher's employment it shall request the Director, Teaching Service Department to apply to the Ministry of Labour for the renewal of the work permit.
- (4) Renewal of a work permit has no contractual obligations on the employer.

Allocation of teachers to schools

16. (1) A teacher, once appointed by the Commission to the Teaching Service, shall be allocated by the Commission to a school.
- (2) The allocation of a teacher to a school may be either -
 - (a) indefinite: or
 - (b) for a limited period.
- (4) On the expiry of an allocation for a limited period, the Commission may extend it or make it indefinite on the recommendation of the School Board or Management Committee, or may transfer the teacher to another school, or may terminate the teacher's appointment.

Promotion of teachers

17. (1) A teacher who is qualified for promotion may apply through the Principal to his School Board or Management Committee and on receipt of such an application, the Principal shall apply to the Chief Inspector of Schools for an assessment of the teacher's work, using the form set out in Schedule 12.

- (2) After arranging for an inspection of the teacher's work, the Chief Inspector of Schools shall address his report to the School Board or Management Committee, with copies to the teacher and to the Commission.
- (3) The School Board or Management Committee may, on the advice of the District Education Officer, recommend to the Commission that the teacher be promoted.
- (4) The Commission may promote a teacher in accordance with the career structure referred to in regulation 5 (3).
- (5) If such promotion is to a leadership post, it shall be implemented only when a suitable leadership vacancy is available, and the teacher is selected for it in accordance with the procedures of regulation 18.

PART V

FILLING OF VACANCIES

Teaching vacancies

18. (1) This regulation applies to teachers appointed by the Commission.
- (2) If a vacancy should occur, or be expected at a known future date, the Principal shall report the vacancy to the Commission and the School Board or Management Committee at the earliest opportunity, using a form designed by the Commission which will be similar to Schedule 15.
- (3) Any person who wishes to be considered for a vacancy at a particular school shall apply to the School Board or Management Committee through the Principal.
- (4) On receiving notice of a vacancy, the Commission may, if it knows of any serving teachers who may be suitable and available for transfer, offer such teachers to the School Board or Management Committee for their consideration, using a form similar to that set out in Schedule 24.
- (5) The School Board or Management Committee may invite such teachers, if any, and any other applicants for interview.

- (6) In the case of a teaching post, it shall then submit its recommendation to the Commission, using a form similar to Schedule 17 and if the recommended applicant is new to the Service. he shall submit an application to the Commission through the School Board or Management Committee using a form similar to Schedule 5.
- (7) In the case of a leadership post, the School Board or Management Committee shall submit its recommendations on a form similar to Schedule 18. and the applicant shall submit his application to the Commission through the School Board or Management Committee using a form similar to Schedule 6.
- (8) If the Commission accepts the recommendation of the School Board or Management Committee, and the teacher is already serving, the Commission shall allocate him to the school, using a form similar to Schedule 23 and if the teacher is not already serving, the Commission shall appoint him to the Service, and then allocate him to the school.
- (9) If the School Board or Management Committee recommends the appointment of an applicant who is new to the Teaching Service when a teacher already serving is available and willing to accept the post, it shall state its reasons to the Commission and.
the Commission may, at its own discretion, either -
- (a) accept the recommendation; or
 - (b) over-rule the School Board or Management Committee and allocate a serving teacher to the school.
- (10) If the vacancy was caused by the departure of a teacher on sick leave, confinement leave or study leave, the allocation of the replacement teacher shall be for a limited period, to expire when the previous teacher is expected to return and in other cases, the allocation shall normally be indefinite.
- (11) Notwithstanding sub-regulation (10), the School Board or Management Committee may recommend to the Commission that the allocation be for a limited period, stating their reasons.
- ((2) After deciding to appoint a teacher to the Service. the Commission shall request the Director. Teaching Service Department to determine the appropriate terms of employment,

and to inform the teacher and the School Board or Management Committee. using Schedule 8.

- (1 ~) If the \acancy is for a leadership post, the Commission may require and take into consideration an assessment by the Inspectorate of the teacher's work before deciding whether or not to accept the recommendation of the School Board or Management Committee.
- (14) Notwithstanding sub-regulations (5), and (13), if the Commission finds no candidate acceptable to both itself and the School Board or Management Committee. it may cause the post to be re-advertised.

Appointment of Principal

- 19. (1) Where some of the teachers in a school are employed by the Commission, the Principal shall be selected and appointed by the Commission in accordance with the procedures of regulations 18.
- (2) Notwithstanding of sub-regulation (1), a school proprietor may, with the approval of the Commission and with the agreement of the Chief Education Officer, employ a Principal who will not be paid by the Government.
- (~) The work of the Principal shall be routinely reviewed under the provisions of regulation 45. at intervals of not more than 5 with a view to establishing the suitability of the post-holder.
- (~) If, after due process, it is the view of the Commission that a Principals appointment should be discontinued, it may either-
 - (a) demote him to a classroom teaching post or to a leadership post Of lower rank, such demotion normally being accompanied by a transfer to another school; or
 - (b) terminate his appointment in accordance with regulation 10 or 11, as the case may be, citing unsatisfactory work as the reason.

Emergency provisional appointment

- ~(). (I) If a \acancy should occur during a school session, or remain unfilled when a school session begins, the School Board or Management Committee may request the Commission to make an

- emergency provisional appointment or allocation of any available registered teacher, using a form designed by the Commission, similar to that set out in Schedule 19.
- (2) If a registered teacher is available who is not currently within the Service, the Commission may appoint this teacher provisionally, using a form designed by the Commission, similar to that set out in Schedule 9 on temporary terms and if a serving teacher is available, the Commission may transfer him provisionally using a form similar to Schedule 23.
 - (3) If there is no registered local teacher available who can teach the required subjects, the Commission may, on the recommendation of the School Board or Management Committee, appoint, provisionally, an unqualified teacher or an expatriate, on condition that in the case of an expatriate, this does not breach the conditions of his admission into Lesotho.
 - (4) If the Commission appoints, provisionally, an unqualified teacher, it shall request the Chief Education Officer to relax the conditions on this teacher's certificate of registration for the duration of his provisional appointment, so as to allow him to teach the classes and subjects required.
 - (5) A provisional appointment shall -
 - (a) be for a period of 60 school days, or such shorter period as may be required to fill the vacancy by the process of regulation 18.
 - (b) take effect from the date on which the vacancy was reported to the Commission, or the date on which the teacher assumed duty, whichever is the later.
 - (6) After making a provisional appointment, the Commission shall request the Director, Teaching Service Department to verify that a vacancy genuinely exists on the school's staff establishment.
 - (7) If the vacancy exists, the Director, Teaching Service Department shall inform the teacher of his provisional appointment and arrange for payment of his salary.
 - (8) A teacher appointed provisionally shall be free to apply for the vacancy and to be considered along with other applicants.

Database of vacancies

21. (1) The Teaching Service Department shall maintain a computerised database of-
 - (a) vacancies in schools;
 - (b) serving teachers who are available for transfer; and
 - (c) applicants wishing to join the Service.
- (2) On receiving notice of a vacancy in accordance with regulation 18 (2), the Commission shall cause the vacancy to be entered in the database.
- (3) The Teaching Service Department shall publish a list of reported vacancies on notice boards at its office, and at District Education Offices, using the form set out in Schedule 16 and it shall update the information at least each week, and more often if circumstances warrant.
- (4) Teachers seeking transfer and applicants wishing to join the Service may submit their names for inclusion in the database, using the form set out in Schedule 7.
- (5) A list of applicants shall be made available to the Principal of any school, on request.
- (6) Data on both vacancies and applicants shall lapse after 2 weeks unless re-confirmed and re-confirmation may be done by telephone.
- (7) Absence of suitable names from the list of applicants on the database shall be taken as evidence that teachers are not available.

Transfer of teachers

- 1) This regulation applies to teachers appointed by the Commission.
- 1.2) The period of notice for a transfer shall be -
 - (a) for a teacher employed on permanent and pensionable terms and on indefinite allocation to the school, 3 months;
 - (b) for any other teacher, one month.
- 3) Notwithstanding sub-regulation (2) (a) and (b), a transfer may be effected at shorter notice by agreement of the parties concerned.

- (4) Except by agreement of the parties concerned, a transfer shall normally take place at the end of a school session.
- (5) If a teacher wishes to transfer to another school of his own choice, he shall apply to the Board or Management Committee of that school through the Principal, having given due notice to the Board or Management Committee of his present school.
- (6) If the application is successful, the Board or Management Committee of the school to which he has applied shall submit to the Commission an application for the transfer of the teacher in the form set out in Schedule 20, to which the Board or Management Committee of the teacher's present school shall signify its agreement.
- (7) If a teacher wishes to apply to the Commission for transfer to any other school where there may be a vacancy, he shall apply to the Commission through his School Board or Management Committee, using the form set out in Schedule 21, and giving due notice.
- (8) If the School Board or Management Committee wishes a teacher to be transferred to any other school where there may be a vacancy, it may apply to the Commission using the form set out in Schedule 22, giving due notice and stating its reasons.
- (9) Allegations of inefficiency or misconduct shall not be acceptable by the Commission as good reasons for requesting the transfer of a teacher.
- (10) The teacher shall indicate on the form whether or not he agrees to the transfer.
- (11) The teacher may, if he wishes, agree to the transfer subject to specified conditions.
- (12) Notwithstanding the agreement or disagreement of the teacher, the Commission shall decide whether or not to carry out the transfer.
- (13) If the Commission agrees to the transfer, it may delay its implementation until a suitable vacancy is found.

- (14) The Commission may transfer a teacher at any time on the exigencies of the Service.
- (15) A teacher shall not transfer to another school without the approval of the Commission.
- (16) A teacher shall be notified of his transfer by the Commission, using a form designed by the Commission similar to that set out in Schedule 23.

PART VI

CONDITIONS OF SERVICE

Responsibility of Service

23. (1) A teacher employed in the Service shall, during the period of employment, be responsible to the School Board or Management Committee of the school to which he is allocated.
- (2) The School Board or Management Committee shall carry out its duties in accordance with the provisions of the Act.
- (3) The Principal shall be responsible for the day to day management of the school on behalf of the School Board or Management Committee.
- (4) The Deputy shall act as Principal whenever the Principal is absent.

Duties of teachers

24. (1) The Principal may require a teacher to give instruction in any class and in any subject appropriate to such teacher's qualifications and experience.
- (2) A teacher shall, in addition to the performance of his duties during school hours and on the school premises, take part when required by the Principal in any matter affecting the general work and welfare of the school including such sporting and extra-mural activities as may be conducted for the benefit of the pupils.

- (3) A teacher may be required to attend approved training courses or workshops, or to carry out reasonable duties during the school vacation or during week-ends.
- (5) A teacher shall ~
 - (a) not engage in his own private business during school hours;
 - (b) not use to excess any intoxicant drinks;
 - (c) not use any illegal drugs at any time;
 - (d) at all times show due respect to those in authority over him, to his colleagues and to his pupils; and
 - (e) refrain from any immoral or insubordinate actions.

Hardship allowance

- 25 (1) A teacher allocated by the Commission to a school located in an area designated as a hardship area shall be paid an allowance to be known as a hardship allowance.
- (2) The Principal Secretary shall, from time to time, issue a list of schools located in designated hardship areas.
- (3) The Minister shall, after consultation with the Minister responsible for finance, determine the hardship allowance.
- (4) Where ~
- (a) a teacher transfers from a school in a designated hardship area to a school in an area not so designated; or
 - (b) the location of the school to which a teacher is allocated ceases to be designated as a hardship area,
- the hardship allowance shall cease to be paid to the teacher.

Responsibility allowance

26. (1) A teacher who acts in a leadership position but does not possess basic educational qualifications referred to under Part III of these Regulations shall be paid an allowance to be known as the responsibility allowance.
- (2) The responsibility allowance shall be paid where a leadership post is held for a period of 28 days or more.

- (3) The Minister shall, after consultation with the Minister responsible for finance, determine the responsibility allowance.

Special needs allowance

27. (1) A teacher trained to teach persons with special needs and employed by the Commission to do so shall be paid an allowance to be known as a special needs allowance.
- (2) The Minister shall, after consultation with the Minister responsible for finance, determine the special needs allowance.

Acting allowance

28. (1) A teacher who acts in a leadership post shall be paid an acting allowance.
- (2) The acting allowance shall be the difference between the teacher's current salary and the first notch of the position in which the teacher is acting.
- (3) The acting allowance shall be payable where the teacher acts for a period of 28 days or more.

Payment of salary

29. (1) A teacher is paid a monthly salary in arrears.
- (2) A teacher may be paid salary or any other remuneration by cheque or bank transfer bearing the name of the teacher as indicated in the contract of employment.
- (3) It shall be the duty of the Principal to arrange for the collection of all salary cheques or pay-slips, as the case may be, from the Teaching Service Department, for distribution to teachers.
- (4) The Principal shall return each month to the Teaching Service Department the original copy of a list bearing the full names and signatures of teachers who have received their cheques or bank transfers as salaries for the previous month.
- (5) Subject to sub-regulation (4), the Principal shall indicate any discrepancies caused by unauthorised absence, transfer, resignation, death or any other cause.

- (6) A teacher who dies shall be entitled to the full salary for the month in which he dies.
- (7) If a teacher is overpaid a salary or any other remuneration, the money overpaid shall be recovered by deducting from the teacher's salary monthly instalments not exceeding 20% of the teacher's salary until the over-payment is fully recovered.

PART VII

LEAVE

Annual leave

- 30. (1) A teacher shall be entitled to 30 days annual leave with full salary in every year.
- (2) The leave referred to in sub-regulation (1) shall not be carried forward from year to year, and shall be taken only during the school vacation.
- (3) Subject to sub-regulations (1) and (2), the dates on which a teacher shall take his leave shall be approved by the Principal, and the dates on which a Principal shall take his leave shall be approved by the School Board or Management Committee, as the case may be

Leave without pay

- 31. (1) Leave without pay may be granted at the discretion of the Chief Education Officer -
 - (a) where a serving teacher is temporarily without a vacancy;
 - (b) where a teacher wishes to accept a teaching post within Lesotho paid by a school proprietor;
 - (c) where a teacher wishes to pursue a course of study but study leave with pay can not be granted;
 - (d) where a Medical Board recommends the extension of a teacher's sick leave beyond a period of one year;
 - (e) where a School Board or Management Committee recommends that a teacher be granted Special Leave in excess of 15 days;

- (f) where, in the view of the Chief Education Officer, such leave would be to the benefit of the Service.
- (2) A teacher on leave without pay shall apply through the Chief Education Officer to the Minister for approval before accepting paid employment outside the Service.
- (3) Time served on leave without pay shall be counted as service for the purpose of salary increments and career structure up to a maximum continuous period not exceeding 6 months.
- (4) A teacher wishing to apply for leave without pay shall apply to the Chief Education Officer through his School Board or Management Committee, which shall add its recommendation.

Sick leave

32. (1) The Principal may grant a teacher sick leave with full pay for a period of not exceeding 3 consecutive days, not more than once in any quarter of a year.
- (2) Beyond the limit stipulated in sub-regulation (1), the Principal may grant a teacher sick leave with full pay on production of a doctor's certificate.
 - (3) The Principal may in any case require a doctor's certificate if he suspects that the request for sick leave may not be genuine.
 - (4) If the sick leave continues for more than 30 days, the Principal shall inform the Director, Teaching Service Department.
 - (5) **If** a teacher is certified by a doctor as unfit for duty for a period of more than 15 days -
 - (a) the School Board or Management Committee may apply to the Commission for a temporary substitute teacher;
 - (b) such substitute teacher shall be appointed in accordance with regulation 20;
 - (c) if the period of sick leave exceeds 60 school days, a substitute teacher shall be selected in accordance with regulation 18.
 - (6) A teacher may be granted sick leave with full pay up to a maximum period of 6 consecutive months followed by 6 consecutive months with half pay.

- (6) If a teacher is unable to resume work after the period of 12 consecutive months mentioned in sub-regulation (6), the School Board or Management Committee shall recommend to the Commission that he be referred to a Medical Board to determine his fitness to perform his duties.
- (7) If the Medical Board recommends extension of the sick leave of a teacher referred to it under sub-regulation (7), that sick leave shall be granted without pay for a further 6 months, after which he may be retired on medical grounds in accordance with regulation 38.
- (8) The School Board or Management Committee may, if it has reasonable belief that the state of health of a teacher renders him unfit to perform his duties, recommend to the Commission that the teacher be referred to a Medical Board to determine his fitness.

Confinement leave

33. (1) A female teacher may be granted confinement leave not exceeding 90 days.
- (2) A female teacher shall notify, in writing, her School Board or Management Committee of her expected date of delivery 3 months in advance.
- (3) The School Board or Management Committee may request the Commission to appoint a substitute teacher, using the form set out in Schedule 25.
- (4) If, by the time the confinement leave begins, the Commission has been unable to appoint a substitute teacher, an emergency provisional appointment may be made in accordance with regulation 20.
- (5) If a teacher is certified by a doctor as unable to resume duty on the expiry of confinement leave, she shall be entitled to sick leave which shall commence on the expiry of the confinement leave.

Special leave

34. (1) The School Board or Management Committee may, where a teacher shows good cause and the Principal recommends, grant

special leave of a maximum period of 15 days with full pay in a year on compassionate grounds.

- (2) Where a special leave is granted, it shall be entered into the teacher's record.
- (3) A teacher shall apply for special leave in the form set out in Schedule 26.

Study leave

35. (1) A teacher wishing to take study leave shall apply to the Chief Education Officer through his Principal at least 6 months in advance, using the form set out in Schedule 27.
- (2) The Chief Education Officer may grant a teacher study leave with or without pay to allow him to pursue any course of training conducive to the interests of the Service.
- (3) Where an application for study leave has been granted, the Chief Education Officer shall inform the Commission.
- (4) Study leave shall normally start on 1 July and end on 30 June, or else start on 1 January and end on 31 December.
- (5) Six months before his course is due to end, a teacher on study leave shall -
 - (a) notify the Board or Management Committee of the school to which he was formerly allocated, indicating whether or not he wishes to return to that school;
 - (b) notify the Commission, indicating whether or not he wishes to return to the same school:

Provided that if the teacher was allocated for a limited period to that school prior to his study leave, he shall not be permitted to return unless the school has a vacancy.

- (6) If for any reason a teacher completing study leave does not return to the school where he was formerly allocated, he shall be free to apply for vacancies at any other school, failing which he shall accept allocation to wherever the Commission may send him.

- (7) If a teacher on study leave fails his exams, or for any other reason be required to end his course prematurely he shall immediately inform the School Board or Management Committee of the school to which he was formerly allocated, also the Commission, indicating whether he wishes to return to that school.
- (8) If a period of notice is required before any teacher can be transferred or terminated to make a place for the returning teacher, the returning teacher shall be deemed to be still on study leave during this time; provided that unless the parties concerned agree otherwise, the transfer will take place at the end of a school session.

Conditions for study leave with pay

36. (1) The Chief Education Officer may grant study leave with pay if -
 - (a) the teacher is a citizen of Lesotho occupying a substantive post in the Service;
 - (b) the training involved is relevant to the duties of the teacher and consistent with the expected needs of the Teaching Service, or is in conformity with the current policy on training of teachers;
 - (c) the teacher either -
 - (i) holds a teacher's certificate and has served satisfactorily for a continuous period of at least 2 years; or
 - (ii) has served satisfactorily for a period of at least 5 years;
 - (d) the teacher is below the age of 50 years;
 - (e) there are sufficient funds to support the proposed training;
 - (f) the teacher is required by Government policy to undergo training.
- (2) A teacher who is granted study leave with pay shall -

- (a) during the course of training, be entitled to receive an allowance equivalent to full salary for the first 6 months of the training, and thereafter dependants' allowance calculated in accordance with the rates pertaining;
 - (b) on completion of a course of training, serve in the Teaching Service for at least a period equivalent to the period of paid study leave, failing which the teacher shall repay the allowance paid to him during his study leave;
 - (c) submit the performance report to the Chief Education Officer at the end of each academic year until the completion of his course of training.
- (3) If a teacher who is granted study leave should fail a course of training, he shall not be entitled to dependants' allowance for any period in which he is repeating a part of the course.

Acceptance of scholarship

37. (1) A teacher shall not take up award of a scholarship or an invitation to attend any form of training or a seminar unless he has been granted study leave with or without pay in accordance with regulations 35 or 36.
- (2) A teacher who takes up award of a scholarship without having been granted study leave shall be deemed to have deserted his post.

PART VIII RETIREMENT

Retirement of teachers on medical grounds

38. (1) A teacher who wishes to retire on medical grounds shall submit a medical report in support of his request to the Commission through his School Board or Management Committee.
- (2) If the School Board or Management Committee has reasonable belief that a teacher should be retired on medical grounds, it may make a recommendation to the Commission that the teacher be referred to a Medical Board.

Retirement on the grounds of age

39. (1) A teacher who wishes to retire at any time after reaching the age of 55 years shall apply to the Commission through his School Board or Management Committee at least 6 months before his intended date of retirement.
- (2) If the School Board or Management Committee wishes a teacher to continue working after the age of 65 years, and the teacher is willing to do so, it may request the Commission to extend the teacher's service in accordance with section 55 (4) of the Act.
- (3) If an employer extends the service of a teacher beyond the age of 65 years in accordance with section 55 (4) of the Act, the Chief Education Officer shall, on the request of the employer, maintain the name of that teacher on the register.
- (4) The School Board or Management Committee may recommend to the Commission that the retirement date of a teacher should coincide with the end of a school session.
- (5) It is an offence for a teacher to remain in the Service after attaining retirement age without the approval of the appointing authority, and in these circumstances the Chief Education Officer shall cause payment of the teacher's salary to be stopped.

PART IX DISCIPLINE

Application of this

40. (1) This Part applies to teachers employed by the Commission.
- (2) Jurisdiction in the case of other teachers lies with the employer.

Charge of misconduct

41. (1) Where there are allegations of breach of discipline against a teacher, the School Board or Management Committee shall investigate these allegations, and may -
- (a) issue a verbal warning;
- (b) issue a written warning; or

(c) Issue a charge of misconduct, using the form set out in Schedule 28.

- (2) A charge of misconduct may be issued if it is alleged that the teacher either -
- (a) by any act or omission failed or refused to comply with a provision of the Act;
 - (b) by any act or omission failed or refused to comply with a provision of any law which provides that such a failure or refusal by a teacher is a breach of discipline or misconduct;
 - (c) disclosed confidential information acquired in the course of his duties otherwise than in the discharge of such duties;
 - (d) was convicted of any criminal offence involving moral turpitude;
 - (e) used his position as a teacher to further private or party political aims or to encourage disobedience or resistance to laws of Lesotho;
 - (f) accepted appointment to any position in or connected with a committee or branch of any political party;
 - (g) conducted himself improperly in his official capacity or in any way that affected adversely the performance of his duties as a teacher or that brought the Service into disrepute;
 - (h) absented himself from duty without good cause; or
 - (i) disclosed or divulged the contents of any examination paper or provided answers to any person prior to, or at an examination, or interfered in any other manner with The conduct of examinations.
- 3) If the School Board or Management Committee decides to charge a teacher-

- (a) the Chairman shall cause to be served on the teacher, with a copy to the Commission, a notification of the charge in the form set out in Schedule 28;
 - (b) the notification shall contain an explanation of the alleged breach of discipline which gave rise to the charge;
 - (c) the notification shall require the teacher to submit to the Chairman, with a copy to the Commission, a written admission or denial of the charge;
 - (d) the notification shall specify a time limit within which the teacher's response is required, which shall not be less than 14 days.
- (4) The Chairman shall forward the teacher's reply to the Commission.
- (5) Unless the School Board or Management Committee also decides to suspend the teacher in accordance with regulation 42, the teacher shall continue with his normal duties while the decision of the Commission is awaited.
- (6) Notwithstanding sub-regulation (5), the School Board or Management Committee shall allow the teacher reasonable time off duty to meet his legal representative and prepare his defence.

Suspension of a teacher

42. (1) The School Board or Management Committee may, pending investigations of any suspicion or allegation of breach of discipline against the teacher, suspend the teacher from duty, using the form set out in Schedule 29.
- (2) The School Board or Management Committee shall, within 7 days of suspending a teacher under sub-regulation (1), inform the Commission of the circumstances leading to the suspension, enclosing a copy of Schedule 29 and a copy of the minutes of the meeting at which the decision was taken to suspend the teacher.

- (3) A teacher suspended under sub-regulation (1) shall, within 14 days of the suspension, be charged; if not, the suspension shall lapse and the teacher shall report for duty.
- (4) The Commission may cancel the suspension at any time, in which case the teacher shall resume his duties.
- (5) A teacher who has been suspended under sub-regulation (1) and wishes to appeal against the suspension may appeal to the Commission in the form set out in Schedule 30.
- (6) If a teacher who has been suspended is acquitted of the charges against him, he shall immediately resume his duties.
- (7) If a teacher who has been suspended is found guilty by the Adjudicator, and the Commission imposes a penalty which does not involve removal from his post, he shall immediately resume his duties.

Detention of a

- 13.(1) Detention of a teacher by the State shall not of itself automatically relieve the Commission of any contractual obligations between itself and the teacher.
- (2) If a teacher is detained for a period of more than 15 days, the School Board or Management Committee may apply to the Commission for a temporary substitute teacher.
- (3) The substitute teacher shall be appointed in accordance with regulation 18.
- (4) If the period of detention exceeds 60 school days, a substitute teacher shall be selected in accordance with regulation 18.

Dismissal of teachers for unauthorised absence

- ..+ (I) If a teacher is absent from his duties without permission for more than 20 consecutive working days, the School Board or Management Committee shall submit to the Commission a full report of the teacher's absenteeism,

- (2) The Commission shall, after considering the report referred to in sub-regulation (1), decide whether to terminate the teacher's appointment summarily or otherwise.

PART X INSPECTION

Powers of officers (Inspectors)

45. (1) If an officer appointed under section 14(1) of the Act has reasonable belief that a teacher -
- (a) is neglecting his duties;
 - (b) is incompetent; or
 - (c) is in breach of discipline,
- the officer may advise the teacher in writing and submit a 'copy of the advice to the Principal and to the School Board or Management Committee.
- (2) If sub-regulation (1) is applicable to the Principal, a copy of the advice shall be sent to the School Board or Management Committee.
- (3) If, 8 weeks after the giving of the advice referred to in sub-regulation (1), the performance of the teacher does not improve to the satisfaction of the officer, the officer shall report to the appointing authority and submit copies of the report to the School Board or Management Committee.
- (4) The appointing authority shall -
- (a) within 21 days of the receipt of the report referred to in sub-regulation (3), invite the teacher to submit a response to the allegations made;
 - (b) inform the School Board or Management Committee of the invitation.

- (7) The appointing authority may, after considering the report and the response, if any, from the teacher, determine an appropriate action to take.

Inspection of examination arrangements

46. (1) An officer of the Examinations Council of Lesotho who has been given the duty to inspect examination arrangements by the Registrar shall be permitted to enter a school's premises at any reasonable time when examinations are in progress or confidential material is stored in the school, to inspect the examination arrangements.
- (2) If such officer suspects that any teacher has deliberately or through negligence permitted or assisted in the leakage of confidential material or any other form of examination malpractice, he shall report his findings to the Registrar.
- (3) The Registrar may make a report to the appointing authority, with a copy to the School Board or Management Committee and the appointing authority shall take action in accordance with regulation 45 (4) and (5).

Inspection at the request of the Board

47. If the School Board or Management Committee has reason to suspect that any teacher is neglecting his duties, or is incompetent, it may request the Chief Inspector of Schools to send an officer to investigate, under the procedures of regulation 45.

Allegations against the Board

48. (1) If the Principal believes that the School Board or Management Committee, or any of its individual members, is either -
- (a) neglecting its duties; or
- (b) misusing its powers,

z.: may report his allegations in writing through the Chief inspector of Schools to the Chief Education Officer, with a copy to the Education Secretary or other authorised representative of the proprietor.

- (2) On receipt of such a report, the Chief Education Officer shall, in consultation with the Education Secretary or representative of the proprietor, arrange for an investigation of the allegations.
- (4) After the investigation, the Chief Education Officer shall take whatever action, if any, he considers appropriate.

PART XI MISCELLANEOUS

Calling of witnesses

49. The procedure relating to the calling of witnesses stipulated under the Criminal Procedure and Evidence Act 1982² shall apply.

Staff establishment of schools

50. (1) The Chief Education Officer shall determine the establishment of government-paid staff in each school, according to a formula which he shall publish.
- (2) If a School Board or Management Committee wishes to apply to the Chief Education Officer for an increased establishment, it shall provide by 1 November of the preceding year a justification for the increase and a forecast of the enrolment in terms of number of students and number of streams.
 - (3) Approval for an increase in establishment shall be subject to availability of funds.
 - (4) The Chief Education Officer may reduce the establishment of government-paid staff in a school at any time if he finds that the school has failed to maintain its enrolment up to the levels required to justify its current establishment.

- (5) In the event referred to in sub-regulation (4), the Chief Education Officer shall ask the School Board or Management Committee to recommend to the Commission which teachers should be transferred to other schools.
- (6) If the School Board or Management Committee fails to respond to such a request, the most recently allocated teacher or teachers shall be transferred.
- (7) Notwithstanding sub-regulation (1), the Chief Education Officer may give special consideration to schools in remote areas where the population may be inadequate to sustain a school of the normal enrolment, and where there is no other school within reasonable distance.

Statistical returns

51. The Principal shall be responsible for completing the annual statistical returns, and for submitting them to the Teaching Service Department so as to arrive before 30th March in each year.

Non-compliance with these Regulations

52. Failure by any person to comply with these Regulations shall be regarded as a breach of discipline, and such person may be charged with misconduct.

Appeals

53. Appeals under these Regulations shall, as far as the circumstances of the case may permit, be in the form set out in Schedule 30.

Repeal.

54. The Teaching Service Regulations 1986³ are repealed.

ARCHIBALD LESAO LEHOHLA
MINISTER OF EDUCATION

NOTE

1. Act No 10 of 1995
2. Act No.9 of 1981
3. L.N. No. 180 of 1986

SCHEDULE 1
Regulation 3 (1)

**APPLICATION FOR REGISTRATION WITH
THE TEACHING SERVICE**

Send the completed form to the Chief Education Officer, Teaching Service, Private Bag A94, Maseru 100. Attach a medical certificate in the envelope provided, and sealed by the doctor, also copies of all certificates certified by a Commissioner for Oaths, and a certified copy of your identity documents. Complete all sections in CAPITAL or typewriting.

NOTE: If any documents are unavailable you must declare the qualifications with the note "DOCUMENTS TO FOLLOW". Qualifications existing at the time of registration but not declared at that time will not be accepted later.

Section A: Personal Details

Surname -----

First name(s) _____

Maiden name (if any) ~

Date of birth (*DIMJy*) _____

Place & Country of Birth _____

Sex(NUF) _____

Marital Status -----

Citizenship (Country) ~

Mailing Address -----

+

Section 8: Qualifications (Secondary education onwards in chronological order)

Certificate Awarded	Year of Award	Grade of Pass	Medium of Instruction
---------------------	---------------	---------------	-----------------------

Section C: Short Term Courses Attended

Course	Duration	Institution	Year of Attendance
--------	----------	-------------	--------------------

Section D: Record of Service (Certified copies of records of service obtained from state authority must be provided)

School	District/ Country	Position	From (MIY)	To (MIY)
--------	----------------------	----------	------------	----------

Section E: Teaching Subjects

Subjects: _____

Extra-curriculum activities: _____

Section F: Other details

Have you ever been suspended from duty? YES/NO (Circle appr.)
If YES give reasons on a separate sheet.

Have you ever been dismissed from a post? YES/NO (Circle appr.)
If YES give reasons on a separate sheet.

Have you ever been convicted of a criminal offence? YES/NO (Circle appr.)
If YES give reasons on a separate sheet.

Section G: Referees

Name	Position	Address
------	----------	---------

1. _____

2. _____

Declarations by Applicant

I certify that all the information supplied in this Application Form is correct and that I have been aware that certificates referred to. I attach with this application _____ (number) certified copies of certificates and testimonials

Signed: _____ Name (print) _____

Date _____

For official use:

Date received _____

- I recommend registration under Section 35 of the Act
- I recommend registration under Section 37 of the Act
- I recommend rejection on the following grounds _____

- delete those which do not apply

Signed _____

Director, TSD

Date Stamp

APPENDIX TO SCHEDULE 1**LIST OF APPROVED HOSPITALS**

Queen Elizabeth 11 Hospital, Maseru

Butha-Buthe Hospital

Leribe Hospital T

eyateyaneng Hospital

Mafeteng Hospital

Mchale's Hoek Hospital

Quthing Hospital

Qacha's Nek Hospital

Mokhotlong Hospital

ENVELOPE FOR MEDICAL CERTIFICATE**MEDICAL CERTIFICATE FOR****(Name)****The Chief Education Officer (Teaching Service)****Teaching Service Department****Private Bag A 94****Maseru 100**

NOTE: This envelope should be sealed by the hospital, and presented unopened to the Chief Education Officer, failing which the medical certificate may be rejected.

SCHEDULE 2
Regulation 3 (7) (b)

**CERTIFICATE OF REGISTRATION WITH THE TEACHING
SERVICE (CERTIFICATED
TEACHER)**

This is to certify that

whose Registration Number is _____ has been registered as
a Certificated Teacher under Section 35 of the Education Act, 1995, and is
therefore eligible for employment with the Teaching Service.

The following qualifications have been recognised in the award of this
Certificate; -----

Qualifications	Institution	Date
----------------	-------------	------

Signed _____ Date -----

Chief Education Officer (Teaching Service)

Your registration number should be quoted in all correspondence with the
Ministry of Education, the teaching service Commission, any School Board,
Management Committee, Principal, Educational Secretary or Supervisor of
Government Schools.

SCHEDULE 3
Regulation 3 (8) (b)

**CERTIFICATE OF REGISTRATION WITH THE TEACHING
SERVICE
(UNCERTIFICATED TEACHER)**

This is to certify that _____

whose Registration number is _____

has been registered as an uncertificated Teacher under Section 37 of the
Education Act, 1995, and is therefore eligible for employment with the
Teaching Service to teach at _____ level.

Subject 1: _____ Class ~ _____

Subject 2: _____ Class _____

Subject 3: _____ Class _____

Signed _____ Date _____

Chief Education Officer (Teaching Service)

Your registration number should be quoted in all correspondence with
the Ministry of Education, the Teaching Service Commission, any
School Board, Management Committee, Principal, Educational
Secretary or the Supervisor of Government Schools.

This certificate is a legal document and remains the property of the Teaching Service.

You may be employed as a teacher in a school in Lesotho only if you are in possession of this document and you will be required to present it to an employer as proof of your valid registration

You must return this certificate to the Chief Education Officer (Teaching Service) on demand.

The CEO (Teaching Service) must be notified of additional qualifications, which may affect subjects taught or level of teaching.

SCHEDULE 4
Regulation 3 (9)

**UNSUCCESSFUL APPLICATION FOR REGISTRATION
WITH THE TEACHING SERVICE**

Teaching Service Department
Private Bag A 94
Maseru 100

Date _____

Reference no.

Name _____

Address _____

Dear Sir / Madam,

I regret to inform you that your application for registration with the Teaching Service has been unsuccessful for one or more of the reasons ticked below:

- You have a record of conduct not befitting a teacher in the Teaching Service;
- You have been convicted of a criminal offence and sentenced to imprisonment without the option of a fine;
- You have a medical record which renders you unfit for duty in the Teaching Service;
- You do not possess the prescribed educational qualifications;
- You have attained the age of 65 years.

Signed _____

Chief Education Officer - Teaching Service

SCHEDULE 5
Regulation 18 (5)
APPLICATION FOR A TEACHING POST

To The Secretary:

Teaching Service Commission, Private Bag A 94, Maseru 100.

I hereby apply for the teaching post below;

A. Personal particulars.

Name of applicant: _____

Nationality: _____

Sex (M/F) : _____

Marital status: _____

Registration no.: _____ (Attach copy of registration certificate)

Postal address

Phone (W): _____ (H) _____ Cell _____

Next of kin: _____ Relationship: _____

Address:

B. Educational background.

School/Institution	Date entered	Date left	Qualification	Award date
--------------------	--------------	-----------	---------------	------------

C. Employment record.

School/Institution	/ Employer	Post occupied	Start date	End date
--------------------	------------	---------------	------------	----------

D. Particulars of school.

Name of school:	Reg. no.	—
-----------------	----------	---

Signed: _____	Date : _____
---------------	--------------

Applicant

Signed:	Date: _____
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Secretary, School Board or Management Committee

NOTE. This schedule must NOT be used where the applicant is already serving under the Commission. Schedule 20 (Application for Transfer) should be used instead.

SCHEDULE 6
Regulation 18 (5)
APPLICATION FOR A LEADERSHIP POST

To The Secretary:

Teaching Service Commission, Private Bag A 94, Maseru 100.

I hereby apply for the leadership post stated below;

A. Particulars of post applied for.

Name of school

Post applied for

B. Personal particulars.

Name of applicant

Nationality

—

Sex (M/F)

—

Marital status

Registration no.

(Attach copy of registration certificate)

Postal address

Phone (W)

(H)

Cell

—

Next of kin:

Relationship:

—

Address

C. Educational background.

School/Institution	Date entered	Date left	Qualification
--------------------	--------------	-----------	---------------

Seminars or workshops attended (State date, place and topic)

D. Employment record.

Employer	Post occupied	Start date	End date
----------	---------------	------------	----------

E. To be completed by a teacher serving under the Commission.

Employment number: _____

Present school : _____

Present position: _____

Type of appointment (Permanent / Temporary / Contract)

Type of allocation (Indefinite / Limited)

If limited, date of expiry

Name and address of referee

1

2. ____

Signed. _____ Date _____

Applicant

Signed: _____ Date _____

Secretary, School Board or Management Committee

SCHEDULE 7
Regulation 21 (4)
REQUEST FOR INCLUSION IN THE DATABASE OF
APPLICANTS

To The Director:

Teaching Service Department, Private Bag A 94, Maseru 100

I am seeking a vacancy within the Teaching Service, and request that my name and particulars be put on record and made available to Principals and School Boards / Management Committees.

Name: _____ Sex (M/F): _____
 Nationality: _____
 Marital status: _____
 Reg. No. : _____
 Residential address:

Postal address:

Phone (W) _____ (H) _____ Cell _____

If no phone, messages may be left with _____
 Phone (W) _____ (H) _____ Cell _____

Qualification. _____

Year Obtained: _____

Type of post sought ____

Subjects (if post-primary) in order of preference

Subject 1 Level - -

Subject 2 Level _ -

Subject 3 Level -

Subject 4 Level -

Extra-curricular activities or interests

Preferred districts (if any)

Preferred school proprietor (if any)

Date available to start work

Signature of applicant Date _____

NOTE. This record will be removed from the 'Computer after two weeks unless you reconfirm it. Reconfirmation may be done in person or by telephone to the office of the TSD (313527), or to any District Education Office.

SCHEDULE 8
Regulation 9 (9)

APPOINTMENT TO THE TEACHING SERVICE

Teacher's Surname: _____

Teacher's First names: _____

Registration No.: _____ Employment no.: _____

I am directed by the Teaching Service Commission to inform you that you are appointed to the Teaching Service with effect from _____

You are allocated to _____ School

Your allocation is *indefinite / limited to (date)

On the expiry of an allocation for a limited period, you may apply for transfer to another school failing which your appointment may be terminated.

Signed: _____ Date _____

Secretary - Teaching Service Commission

The terms of your appointment are permanent / probationary / temporary / contract. *

* (Delete whichever does not apply).

1. You are employed in terms of the Education Act 1995.
2. Your rank in the Teaching Service is _____
3. You will be paid on the salary scale _____ at entry point / notch _____
4. Your eligibility for promotion shall be governed by the current career structure.

- " (a) If you are employed on permanent terms, termination of the appointment by either party shall be by written notice of not less than three calendar months or payment of three months' salary in lieu of notice, or by written mutual agreement between the parties to this contract.
 - (b) If you are employed on probation, on temporary terms or on contract, termination of the appointment by either party shall be by written notice of not less than one calendar month or payment of one month's salary in lieu of notice, or by written mutual agreement between the parties to this contract.
 - (c) If you are employed on contract, your appointment shall terminate on _____
6. If your appointment is on probation, it may on completion of a two-year period of satisfactory service be confirmed on permanent and pensionable terms.

Signed: _____ Date _____

Director - Teaching Service Department

I accept this offer of employment and I agree to abide by its terms and provisions of the applicable laws.

Signed : _____ Date _____

Teacher

Signed copies of this contract shall be sent to;
 Secretary, Teaching Service Commission
 Director, Teaching Service Department
 Secretary, School Board or Management Committee.
 The teacher.

SCHEDULE 9
Regulation 20

PROVISIONAL APPOINTMENT

Teacher's Surname _____
Teacher's First names _____
Registration No.: _____ Employment No.: _____
Name of School: _____

I am directed by the Teaching Service Commission to inform you that you are appointed provisionally on temporary terms to the Teaching

Service with effect from(date), _____ as a temporary replacement for teacher _____

Signed. _____ Date _____

Secretary - Teaching Service Commission

1. You are employed in terms of the Education Act 1995.
2. You will be paid on the salary scale _____ at entry point / notch _____
3. Your appointment is for a maximum of 60 school days, or for such shorter time as may be required to fill a vacancy which exists at the above school.
4. You are free to apply for the above vacancy and to be considered along with other candidates in accordance with the procedures of Regulation 18 of the Teaching Service Regulations, 2001.

- 5. Your provisional appointment will end without further notice on the expiry of 60 school days, or on the allocation of another teacher to fill the vacancy, whichever is the sooner.

Signed _____ Date _____

Director - Teaching Service Department

I accept this offer of employment and I agree to abide by its terms and provisions of the applicable laws.

Signed: _____ Date ____ _ ____ _ ____ _ ____ _

Teacher

Copies Secretary, Teaching Service Commission
Secretary, School Board or Management Committee.

SCHEDULE 10

Regulation 14 (5)

CONFIRMATION OF APPOINTMENT ON PERMANENT AND PENSIONABLE TERMS

Name of teacher: _____

Registration number: _____ Employment No. : _____

Address _____

School: _____

School reg. no. _____

Position: _____

The above teacher has completed a two-year period of probationary service. The Teaching Service Commission finds his service satisfactory and recommends that he be placed on permanent and pensionable terms.

Signed: _____ Date _____

Secretary, Teaching Service Commission

Teaching Service Department

Your appointment has been confirmed on permanent and pensionable terms with effect from (date) _____

Signed _____ Date _____

Director, Teaching Service Department

Original to the Teacher,

Copies to: Secretary, Teaching Service Commission
Director, Teaching Service Department
Secretary, School Board or Management Committee
Education Secretary or Supervisor of Government Schools

SCHEDULE 11
Regulation 14 (2)

APPLICATION FOR ASSESSMENT OF A TEACHER PRIOR TO PROMOTION

To the Chief Inspector of Schools:

Ministry of Education, Box 47, Maseru 100.

School: _____

School reg. number _____ District: _____

Name of teacher _____

Registration number: _____ Employment No. : _____

Date of appointment _____

Type of allocation to school (indefinite or limited)

Subjects taught

Class:

2

Class:

3

Class:

4

Class:

5

Class

The above teacher has applied for an assessment of his work, with a view to confirmation of his appointment. Would you please arrange for an inspector to carry out the assessment.

Signed : _____ date

Principal

SCHEDULE 12

Regulation 17 (1)

APPLICATION FOR ASSESSMENT OF A TEACHER PRIOR TO PROMOTION

To the Chief Inspector of Schools

Ministry of Education, Box 47, Maseru 100.

School: _____

School reg. Number: _____ District : _____ ~

Name of teacher: _____

Registration number _____ Employment number _____ -

Date of first appointment _____ -

Type of allocation to school (indefinite or limited)

Present grade in the Teaching Service: _____ -

Grade to which teacher has applied for promotion: _____ -

Record of service

School	From	To	Grade
--------	------	----	-------

If application is for a leadership post

Has the teacher applied for a leadership vacancy?)

If yes, at which school is the
vacancy?

What is the effective date of the vacancy?

Teaching Subjects

Subjects taught

- | | |
|----|-------|
| 1. | Class |
| 2. | Class |
| 3 | Class |
| 4. | Class |
| 5. | Class |

The above teacher has applied for an assessment of his work, with a view to promotion. Would you please arrange for an inspector to carry out the assessment.

Signed: _____ date: _____

Principal

SCHEDULE 13

Regulations 10 (1) (b), 11 (1)(b) and 12 (1) (c)

TERMINATION OF APPOINTMENT BY MUTUAL AGREEMENT

To the Secretary

Teaching Service Commission, Private Bag A 94, Maseru 100.

Name of teacher ._____

Registration Number _____ Employment number _____

Position _____

Name of school _____ Reg. No. _____

Type of appointment (Permanent / temporary / Contract)

Type of allocation (Indefinite / limited)

Expiry date if limited

I hereby apply to terminate my appointment with the Teaching Service with effect from(date) _____ for the reasons stated below;

Signed _____ Date _____

Teacher

Comments of the School Board or Management Committee

This application is supported* / not supported* for the following reasons

*(delete whichever does not apply)

Signed ~----- date stamp:-----

Secretary, School Board or management Committee

Remarks of the Commission

Signed ~ date stamp ~ _____

Secretary, teaching Service Commission

Copies School Board or management Committee
Teacher

SCHEDULE 14
Regulation 13 (2)

ACTING APPOINTMENT

To The Secretary:

Teaching Service Commission, Private Bag A 94, Maseru 100.

The School Board or Management Committee of this school requests approval for the undermentioned acting appointment.

Name of school: _____

Registration number of school _____

Name of teacher : _____ Employment no. _____

Qualifications of teacher

Year obtained _____

Substantive post of teacher _____

Acting appointment requested _____

Period of acting from _____ to _____

Name of substantive holder of post *

* If post is vacant then write "vacant"

Reasons why acting appointment is requested

Signature of teacher _____

Date: _____

Signed _____ .

_____ Date Stamp _____

Secretary, School Board or Management Committee

Approved / Not approved

Secretary, teaching Service Commission

Copies to. Teacher
 Director, TSD
 School Board or Management Committee

SCHEDULE 15
Regulation 18(2)

REPORT OF A TEACHING VACANCY

Submit one form for each vacancy to The Secretary Teaching Service Commission, Private Bag A94, Maseru 100

1. **School Details:**

Name of School.

Registration number _____

Student enrolment. _____ No of streams _____

Approved staff establishment on government pay _____

2. **Details of vacancy:**

Date from which vacancy exists _____

Type of vacancy (Leadership or Classroom) _____

3. **Previous holder**

Name _____

Registration number _____ Employment number _____

Type of appointment (Permanent, Temporary or Contract)
(encircle whichever appropriate)

Date of allocation to school' _____

Reasons for leaving _____

(Death / Retirement / Dismissal/Termination / Transfer / Leave)

4 **Candidate required**

Type of allocation required (indefinite or limited)

Qualification requested _____

MinirnUlll aCl.:.epI(ihlc qlla\\lic(IIIol1C;

Subjects (if post-primary)

- (a) level: _____
- (b) level: _____
- (c) level: _____

Extra-curricular duties (if any): _____

Comments: _____

Signed

Date : _____

Principal

SCHEDULE 16
Regulation 21 (3)

LIST OF VACANCIES IN THE TEACHING SERVICE

District _____ Primary / Post primary
Page _____

The following positions are available. Those interested in teaching vacancies should apply to the relevant School Board or Management Committee through the Principal.

School name	Address	Vacant position
-------------	---------	-----------------

Signed _____ Date: _____

Director, Teaching Service Department

This certificate is a legal document and remains the property of the Teaching Service.

You may be employed as a teacher in a school in Lesotho only if you are in possession of this document, and you will be required to present it to an employer as proof of your valid registration.

You must return this certificate to the Chief Education Officer (Teaching Service) on demand.

If you acquire additional qualifications, you may return this certificate for amendment.

SCHEDULE 17
Regulation 18 (5)

RECOMMENDATION FOR FILLING A CLASSROOM VACANCY

To The Secretary, Teaching Service Commission, Private Bag A94, Maseru
100.

Particulars of vacancy

Name of school _____ Reg. No. _
Date on which vacancy was reported _____
Name of previous teacher _____
Reason for leaving (death / retirement / dismissal/termination / transfer / leave)
Date on which allocation should take effect _____

Particulars of candidates (in order of preference)

1st choice. Name _____ Reg. No. _
Present school (if any) _____
Qualifications _____ Qualification date ____
Comments _____

2nd choice. Name _____ Reg. No. _
Present school (if any) _____
Qualifications _____ Qualification date ____
Comments _____

Schedule 17 continued

3rd choice. Name _____ Reg. No. _____

Present school (if any) _____ ~ ~ ~ ~ _____

Qualifications _____ Qualification date _____

Comments _____

4th choice. Name _____ Reg. No. _____

Present school (if any) _____ ~ ~ ~ ~ _____

Qualifications _____ Qualification date _____

Comments _____

5th choice. Name _____ Reg. No. _____

Present school (if any) _____ ~ _____

Qualifications _____ Qualification date _____

Comments _____

6th choice. Name _____ Reg. No. _____

Present school (if any) ~ _____

Qualifications _____ Qualification date _____

Comments ~ _____

Schedule 17 continued

Duration of vacancy.

The allocation should be (a) indefinite

(b) limited till (date)

If limited, state the reasons. -----

Signed

Secretary, Board or Management Committee

Date stamp

Note: If a candidate who is not a serving teacher is recommended in preference to another who is serving, reasons should be given for the choice. If space is insufficient, comments may be continued on another page.

SCHEDIJE 18
Regulation 18 (5)

RECOMMENDATION FOR FILLING A LEADERSHIP VACANCY

To The Secretary •

Teaching Service Commission, Private Bag A94, Maseru 100

Particulars of vacancy

Name of school _____ Reg No. _~ . _____

Date on which vacancy was reported _____

Type of vacancy (Principal, Deputy, Head of Dep't) _____

Name of previous holder: _____

Reason for leaving (death / retirement / dismissal/termination / transfer / leave) _____

Date on which appointment should take effect _____

Particulars of candidates (in order of preference)

1st choice. Name _____ Reg. No _____

Present school (if any) _____

Present rank in Teaching Service _____

Qualifications. _____ Qualification date ~~~~~

Comments _____

2nd choice. Name _____ Reg. No. _____

Present school (if any) _____

Present rank in Teaching Service _____

Qualifications _____ Qualification date _____

Comments: -----

3rd choice. Name Reg. No. _

Present school (if any):

Present rank in Teaching Service: _

Qualifications: _____ Qualification date _

Comments: -----

4th choice. Name: Reg. No. _

Present school (if any): _

Present rank in Teaching Service: _

Qualifications: _ _ Qualification date _

Comments: -----

5th choice. Name: Reg. No.: _

Present school (if any):_~_

Present rank in Teaching Service: _

Qualifications: Qualification date: _

Comments:

6th choice. Name Reg. No.

Present school (if any) ~ ..

Present rank in Teaching Service -----

Qualifications Qualification date

Comments: -----

Further comments may be added on a separate page if necessary.

Signed

Date stamp

Chairman, Board or Management Committee

SCHEDULE 19
Regulation 33 (1)

APPLICATION FOR STUDY LEAVE

To the Director:

Teaching Service Department, Private Bag A94, Maseru 100.

Particulars of teacher.

Name of teacher:

Qualifications: Employment No. —

Registration No. —

Terms of appointment —

Present school _____

Record of service:

School	From	To
--------	------	----

Proposed course of study.

Name of Tertiary Institution _____

Qualification on completion ____ . ____ . ____ . ____ . ____ .

Starting date ____ . ____ . ____ . Completion date ____ . ____ . ____ .

..f'

I hereby request study leave *with pay / *without pay in order to pursue the course of study detailed above.

”(delete whichever does not apply

I undertake to return to the Teaching Service on completion, and to continue teaching until I have repaid any loan or bursary awarded to me

Signed _____ date ____

Teacher

Note Evidence of admission to the proposed course must be Submitted to the Chief Education Officer before approval of this application can be confirmed,

Recommendation of School Board or Management Committee

The School Board or Management Committee recommends* / does not recommend* this application, for the following reasons

-----,-----

Signed _____ date stamp

Secretary, Board or Management Committee

Recommendation of Director, Teaching Service Department.

I confirm that this teacher qualifies for study leave with pay* / without pay* in terms of Regulation 34 (I) of the Teaching Service Regulations 2002.

I confirm that the proposed course of study is consistent with the needs of the Teaching Service.

I confirm that funds will be available to support this teacher on study leave with pay.*

I recommend* / do not recommend* approval of this request., for the following reasons.

Signed: _____ date stamp _____

Director, Teaching Service Department

Approval of Chief Education Officer

This application is approved* / not' approved*

Signed: _____ date stamp: _____
Chief Education Officer (Teaching Service)

Copies to: Secretary, Teaching Service Commission
Director, Teaching Service Department
Education Secretary or Supervisor of Government Schools
Secretary, School Board or Management Committee
Teacher

SCHEDULE 20
Regulation 22 (4) (b)

**APPLICATION BY A TEACHER FOR TRANSFER
TO A SCHOOL OF THE TEACHER'S CHOICE**

To the Secretary

Teaching Service Commission, Private Bag A94, Maseru 100.

Particulars of teacher.

Name of teacher: _____

Qualifications: _____ Employment No.: _____

Registration No. : _____

Terms of appointment:

Present school: _____

Date of requested transfer: _____

I hereby apply for transfer to the school named below:

Signature of teacher: _____ Date: _____

Recommendation by Board or Management Committee of present school.

*The School Board or Management Committee approves the above request.

*The School Board or Management Committee does not approve the above request, for the following reasons: _____

Signed _____ Date stamp

Secretary, Board or Management Committee

Acceptance by school to which teacher wishes to transfer.

Name of school : _____ Reg. No. _____

I confirm that this school has a vacancy which has been reported to the Commission, and that the School Board or Management Committee is willing to accept this teacher.

Signed: _____ Date stamp _____

Secretary, Board or Management Committee

This form should be submitted to the TSC together with Schedule 17 when it is requested that a teacher transfer from another school to fill a vacancy.

SCHEDULE 21
Regulation 22 (5)

**APPLICATION BY A TEACHER FOR TRANSFER
TO ANY SCHOOL WHERE THERE MAYBE A VACANCY**

To the Secretary:

Teaching Service Commission, Private Bag A94, Maseru 100.

Particulars **of teacher.**

Name of teacher: _____

Qualifications: _____ Employment No.: _____

Registration No.: _____

Terms of appointment: _____

Present school: _____

Date of requested transfer:

I hereby apply for transfer to another school, as the Commission may direct

Signature of teacher:

Date:

Recommendation by Board or Management Committee of present school.

*The School Board or Management Committee approves the above request.

above request, for the following reasons: _____

Signed

Date stamp

Secretary, Board or Management Committee

Teacher's preferences.

Type of school (Primary / Secondary / High): _____

District: _____ Proprietor: _____

Subject 1: _____ Level: _____

Subject 2: _____ Level: _____

Subject 3: _____ Level: _____

Other comments: _____

SCHEDULE 22
Regulation 22 (6) (a)

**APPLICATION BY THE BOARD FOR TRANSFER OF A
TEACHER**

To the Secretary, Teaching Service Commission, Private Bag A94, Maseru 100

Particulars of teacher.

Name of teacher _____

Qualifications _____ Employment No. _____

Registration No. _____

Terms of appointment _____

Present school _____

Subject 1	Level	
Subject 2	Level	_____
Subject 3	Level	

The Board / Management Committee of this school hereby requests that the above teacher be transferred to another school, for reasons stated below;

Date of requested transfer _____

Signed _____
Chairman, Board or Management Committee

Date stamp

Teacher's comments.

I agree to the proposed transfer. * *Delete where not appropriate

I do not agree to the proposed transfer, for reasons below; *

I agree to the proposed transfer under conditions stated below; *

Signature of teacher, _____

Date ~ _____

SCHEDULE 23

Regulations 18 (6), 20 (2) and 22 (9)

TRANSFER OF A TEACHER TO A SCHOOL

Particulars of teacher.

Name of teacher

Qualifications: _____ Employment No.: _____

Registration No.: _____

Terms of appointment: _____

Present school (if any) _____

You are hereby transferred to : _____ School

with effect from _____ (date).

You take the place of teacher _____, who left due

to (death, dismissal, retirement, termination, transfer, leave)*

*Your allocation to this school will be for an indefinite period.

*Your allocation to this school will be for a limited period, until _____ (date) unless it is ended earlier than this by one month's notice.

*Your allocation is provisional, while other applicants are considered, and is for 60 school days or until a candidate is selected for the post, whichever period is the shorter. If you wish to be considered for the post, you should apply to the School Board or Management Committee through the Principal.

*(Delete whichever does not apply)

Signed _____ date stamp
Secretary, Teaching Service Commission

Copies should be sent to;

Secretary, Board or Management Committee of present school

Secretary, Board or Management Committee of new school

Director, Teaching Service Department

SCHEDULE 24
Regulation 18 (4)
OFFER OF AVAILABLE TEACHER

To the Chairman, School Board or Management Committee

Name of school _____

Address _____

The Commission has noted your report of a vacancy at your school with effect from _____ for a teacher of the following subjects

You are invited to consider the teacher whose particulars are given below. Kindly inform the Commission as soon as possible whether you would like this teacher allocated to your school.

Particulars of teacher.

Name _____ Sex(~) _____

Marital status _____ Reg. No _____

Present school _____

Qualification _____ Year _____

Subject _____ Level _____

Subject _____ Level _____

Subject _____ Level _____

Extra-curricular activities or interests _____

Date available for transfer -----

Reason for transfer -----

Postal address -----

Phone Work ----- House ----- Cell -----

Signed ----- Date -----

Secretary, Teaching Service Commission

SCHEDULE 25
Regulation 33 (3)
APPLICATION FOR CONFINEMENT LEAVE

To be completed and sent to the Director, Teaching Service Department,
Private Bag A 94, Maseru 100.

A medical certificate must be attached.

Teacher's name _____

Employment number _____

Name of school _____

School registration number _____

Commencement date _____ End date _____

Name of doctor _____

Signature of applicant _____

Date _____

Recommendation of School Board or Management

The School Board or Management Committee recommends* / does not
recommend* this application, for

the following reasons

*(delete whichever does not apply)

Signed

Secretary, School Board or Management Committee

date stamp

To be completed by the Director, Teaching Service Department

Approved* / not approved for the following reasons*

Signed _____ date _____
Director, Teaching Service Department

Copies Chairman, School Board or Management Committee
 Principal
 Teacher
 Secretary, Teaching Service Commission

SCHEDULE 26
Regulation 34 (2)

REQUEST FOR SPECIAL LEAVE

To be completed by the applicant.

Name of teacher _____

Registration number _____ Employment number _____

School _____ School registration no. _____

Leave requested, starting date _____ ending date _____

Reason for special leave _____

Signed _____ Date _____
Teacher

Endorsement by Principal (Recommended / Not recommended) _____

Signed _____ Date _____
Principal

(Approved / Not approved)

—

Signed

Date

—

Secretary, School Board or Management Committee

Copies

Teacher

Director, TSD

Secretary, School Board or Management Committee

Educational Secretary or Supervisor of Government Schools

SCHEDULE 27
Regulation 35 (1)

APPLICATION FOR STUDY LEAVE

To the Director, Teaching Service Department, Private Bag A94, Maseru 100.

Particulars of teacher.

Name of Teacher _____

Qualifications _____ Employment No. _____

Registration No. _____ Terms of appointment _____

Present school _____

Allocation to present school (indefinite / limited until _____) *

Record of service

School	From	To
--------	------	----

Proposed course of study.

Name of Tertiary Institution _____

Qualification on completion _____

Starting date _____ Completion date _____

I hereby request study leave *with pay *without pay in order to pursue the course of study detailed above. *(delete whichever does not apply)

I undertake to return to the Teaching Service on completion, and to continue teaching until I have repaid any loan or bursary awarded to me.

Signed

date

—

Teacher

Note Evidence of admission to the proposed course must be submitted to the Chief Education Officer before approval of this application can be confirmed,

Recommendation of School Board or Management

The School Board or Management Committee recommends* / does not recommend* this application, for the following reasons _____

Signed

date stamp

Secretary, Board or Management Committee

Recommendation of Director, Teaching Service Department.

I confirm that this teacher qualifies for study leave with pay* / without pay* in terms of Regulation 36 (1) of the Teaching Service Regulations 2001.

I confirm that the proposed course of study is consistent with the needs of the Teaching Service.

I confirm that funds will be available to support this teacher on study leave with pay.*

I recommend* / do not recommend* approval of this request., for the following reasons. _____

Signed _____ date stamp _____
Director, Teaching Service Department

Approval of Chief Education Officer

This application is approved* / not approved. *

Signed _____ date stamp _____
Chief Education Officer (Teaching Service)

Copies to; Secretary, Teaching Service Commission
Director, Teaching Service Department
Education Secretary or Supervisor of Government Schools
Secretary, School Board or Management Committee
Teacher.

SCHEDULE 28
Regulation 41 (1) (c)

CHARGE OF MISCONDUCT

Name ~~~~~
Employment number ~~~
School ~~~~~

In terms of Regulation 41 (I) (c) of the Teaching Service Regulations, 2001, you are hereby charged with misconduct, as detailed below.

(Continue on the back of this sheet if space is insufficient)

You are required by Regulation 41 (3) (d) of the above to submit your reply to this charge within 14 days to the School Board or Management Committee, with a copy to the Secretary, Teaching Service Commission, Private Bag A 94, Maseru.

Signed ~ ~. date
Chairman, Board or Management Committee

Note. A teacher who is charged with misconduct shall continue with his normal duties unless he is also suspended from duty in accordance with Section 51 of the Education Act 1995 and Regulation 41 of the Teaching Service Regulations, 2001.

SCHEDULE 29
Regulation 42 (1)

SUSPENSION OF A TEACHER

Name _____

Employment number _____

Position , _____

School _____

School registration Number _____

Address _____

There are allegations that you have been involved in a case of breach of discipline, In accordance with Regulation 42 of the teaching Service Regulations, 2002, you are hereby suspended from duty with effect from _____ (date), The duration of your suspension will be determined by the Teaching Service Commission,

Signed _____ date _____

Chairman, Board or Management Committee

Notes.

1, A copy of this Schedule should be sent within 7 days to the Secretary, Teaching Service Commission, Private Bag A 94, Maseru 100, It should be accompanied by a full explanation of the circumstances of the case, and the outcome of any preliminary investigations which may have been carried out.

It should also be accompanied by a copy of the minutes of the meeting of the Board or Management Committee at which the case was considered.

2. This suspension will automatically lapse after 14 days unless a charge of misconduct is issued and a teacher may not be subjected to that particular charge.

SCHEDULE 30
Regulation 42 (5)

APPEAL BY A TEACHER AGAINST SUSPENSION

Name _____

Position _____ Employment No. _____

School _____ School Reg. No. _____

Address _____

To the Secretary, Teaching Service Commission, Private Bag A 94, Maseru 100.

I hereby appeal to the Commission against the suspension imposed on me by the Board or Management Committee of the above school, and request the Commission to set it aside.

Decision appealed against (attach copy) _____

My grounds for this appeal are as follows;

(Continue on the back of this sheet if space is insufficient)

Signed _____ date _____
Teacher

Copy The Chairman, School Board or Management Committee.

SCHEDULE 29
Regulation 42 (I)

SUSPENSION OF A TEACHER

Name _____
 Employment number _____
 Position _____
 School _____
 School registration Number _____
 Address _____

There are allegations that you have been involved in a case of breach of discipline. In accordance with Regulation 42 of the teaching Service Regulations, 2001, you are hereby suspended from duty with effect from _____ (date). The duration of your suspension will be determined by the Teaching Service Commission.

Signed _____ date _____
 Chairman, Board or Management Committee

Notes.

1. A copy of this Schedule should be sent within 7 days to the Secretary, Teaching Service Commission, Private Bag A 94, Maseru 100. It should be accompanied by a full explanation of the circumstances of the case, and the outcome of any preliminary investigations which may have been carried out. It should also be accompanied by a copy of the minutes of the meeting of the Board or Management Committee at which the case was considered.

2. This suspension will automatically lapse after 14 days unless a charge of misconduct is issued.