

RESOLUTION / OF 2012

**AGREEMENT ON SALARY ADJUSTMENTS AND IMPROVEMENTS ON CONDITIONS OF SERVICE IN
THE PUBLIC SERVICE FOR THE PERIOD 2012/13– 2014/15**

1. OBJECTIVES

- 1.1. To provide for a **multi-year salary adjustment** and improvements to some conditions of service for employees for the FY2012/13 - 2014/15.
- 1.2. To amend particular PSCBC resolutions.

2. SCOPE

- 2.1. This agreement binds the Employer and employees who:
 - 2.1.1. Are employed by the State; and
 - 2.1.2. Fall within the registered scope of the Council.

THE PARTIES TO COUNCIL AGREE TO A MULTI-YEAR AGREEMENT FOR THE PERIOD 2012/13 TO 2014/15 ON THE FOLLOWING TERMS:

3. SALARY ADJUSTMENTS

- 3.1. The salary adjustment effective on 1 May 2012 will be 7% for the period 1 May 2012 to 31 March 2013.
- 3.2. The salary adjustment effective on 1 April 2013 will be based on the average projected CPI plus 1% for the period 1 April 2013 to 31 March 2014.
- 3.3. The salary adjustment effective on 1 April 2014 will be based on the average projected CPI plus 1% for the period 1 April 2014 to 31 March 2015.
- 3.4. The forecasts of National Treasury shall be used to determine the average projected CPI.
- 3.5. If the actual average for a period is higher than the projected average, the difference shall be added to the adjustment for the following year.
- 3.6. If the actual average for a period is lower than the projected average, the difference shall be deducted from the adjustment for the following year.

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4. PAY PROGRESSION

- 4.1. Parties agree to amend clause 4.6 of PSCBC Resolution 9 of 2001 in order to develop and professionalise the public service.
- 4.2. The qualifying period for first time participants will be extended from 12 to 24 months. The amendment will take effect from 1 July 2012.
- 4.3. Upon completion of the 24 month period, an eligible first time participant will qualify for pay progression annually.

5. LONG SERVICE RECOGNITION

5.1. Long Service will be recognised as follows:

- 5.1.1. All employees with 10 or more years of continued service will qualify for 30 working days leave and a certificate;
- 5.1.2. 20 years continued service: a cash award of R 7 500 plus a certificate;
- 5.1.3. 30 years continued service: a cash award of R 15 000 plus a certificate; and
- 5.1.4. 40 years continued service: a cash award of R 20 000 plus a certificate.

6. NIGHT SHIFT ALLOWANCE

- 6.1. The current fixed fee night shift allowance model is retained.
- 6.2. The night shift allowance is increased from:
 - 6.2.1. R2,12 to R 2,69 per hour from 1 July 2012
 - 6.2.2. R2,69 to R 3,35 per hour from 1 July 2013
 - 6.2.3. R3,35 to R 4,00 per hour from 1 July 2014
- 6.3. The night shift allowance will be revised annually with effect from 1 April 2015, based on the CPI for the previous year.
- 6.4. The night shift allowance is payable to eligible employees on the date on which such employees are paid their monthly salaries.
- 6.5. Should part of the shift hours fall within the defined night shift period (18:00 to 06:00 or 19:00 to 07:00), the employee will receive the night shift allowance for such hours.
- 6.6. A pro rata night shift allowance will be paid to an eligible employee commensurate with the hours the employee has worked, provided the period of absence has been approved by the supervisor/ manager.
- 6.7. Employees who are on leave are not eligible to receive night shift allowance.
- 6.8. Should the value of the night shift allowance exceed the value of the personal shift allowance, the personal shift allowance will cease to exist.

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7. RECOGNITION OF IMPROVED QUALIFICATIONS

- 7.1. The employer will recognise the attainment of an improved qualification which is related to an employee's scope of work and enhances the employee's performance and the service delivered by the employee.
- 7.2. Upon attainment of the said qualification, the employee will receive a once-off cash bonus of 10% of his/her annual salary notch, provided this does not exceed the minimum notch of salary level 8.
- 7.3. Sectors must define the qualifications which are relevant to their respective areas of work and determine the conditions or criteria applicable for recognition of such qualifications.
- 7.4. The cash bonus referred to in clause 7.2 above will be payable to employees with effect from 1 January 2013.
- 7.5. Employees who have received state-funded bursaries for the attainment of an improved qualification are not eligible for the once-off cash bonus referred to in clause 7.2 above.
- 7.6. The cash bonus is limited to the attainment of one additional qualification.
- 7.7. Notwithstanding the above provisions, where Sectors have more favourable conditions, such conditions shall be retained and any amendment thereof maybe negotiated in the Sector.

8. SHOP STEWARD LEAVE

- 8.1. The Head of Department shall develop standard operating procedures to ensure that the utilisation of the pool of shop stewards leave is properly managed, recorded and monitored to ensure that the leave days available in the pool is not exceeded and/or abused.
- 8.2. Shop steward leave may only be utilised for activities related to the employee's union position. All applications for this type of leave must be submitted in writing on the prescribed leave application form, together with supporting documentation.
- 8.3. Leave for shop stewards of recognised trade unions will be increased from 10 to 15 working days in a leave cycle with effect from 1 January 2013.
- 8.4. The 15 working days shall be pooled per recognised trade union.
- 8.5. The Head of Department shall appoint an administrator to manage the pool of shop stewards leave.

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9. OUTSOURCING

- 9.1. The PSCBC will review the impact of existing outsourcing and agentisation practices within the public service as agreed to in the 2010 Public Service Summit.

10. COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT

- 10.1. The PSCBC will conduct an independent audit on compliance with the Occupational Health and Safety Act.
- 10.2. The audit report must be tabled at the PSCBC for discussion.

11. DECENT WORK

- 11.1. The PSCBC will conduct an independent study on the principle of decent work.
- 11.2. The research report must be tabled at the PSCBC for discussion by 1 April 2014.

12. PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM (PMDS)

- 12.1. The employer will review the current PMDS and table its proposal to the PSCBC for consultation by 31 July 2013.

13. EXIT MANAGEMENT SYSTEMS

- 13.1. The employer will review the exit management system in order to expedite the processing of pension pay-outs within 30 days.
- 13.2. The Employer will ensure that the submission of withdrawal documents to the GPAA is done within 30 days of the employees' exit from the Public Service.

14. FAMILY RESPONSIBILITY LEAVE

- 14.1. With effect from 1 January 2013 an employee will be entitled to:
- 14.1.1. 5 working days family responsibility leave per an annual leave cycle for utilisation if the employee's spouse or life partner gives birth to a child; or the employee's child, spouse or life partner is sick; and
- 14.1.2. 5 working days leave per annual leave cycle for utilisation if the employee's child, spouse or life partner dies; or an employee's immediate family member dies.

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15. PRE-NATAL LEAVE

- 15.1. With effect from 1 January 2013 an eligible employee will be entitled to 8 working days pre-natal leave, per pregnancy, allowing the employee to attend medical examinations by a medical practitioner or midwife, and tests related to the pregnancy.
- 15.2. An employee can utilise a full day or part of a day for pre natal leave.
- 15.3. An application for pre-natal leave should be supported by reasonable proof that the employee attended a doctor's appointment and/or went for tests related to the pregnancy.
- 15.4. An employee who has used all her pre-natal leave may, subject to the approval of the Head of Department, apply to use available annual leave and/or unpaid leave.
- 15.5. Absences related to medical complications during the pregnancy will be covered by sick leave.
- 15.6. All other maternity leave provisions, as defined in the Determination on Leave of Absence, remain unchanged.

16. RE-ARRANGEMENT OF WORKING TIME

- 16.1. The PSCBC will review the working time arrangements in the Public Service with a view to determine which service delivery areas require different working time arrangements to facilitate service delivery improvement and employment creation.

17. DANGER ALLOWANCE

- 17.1. The PSCBC will conduct a comprehensive review of annexure "A" of PSCBC Resolution 1 of 2007. The aim is to determine which categories are exposed to a genuine risk, the nature and extent of the risk, the frequency of the risk and the impact on the safety of the employee to ascertain which categories should receive a danger allowance.
- 17.2. A report on the review of the danger allowance will be tabled to the PSCBC.

18. AMENDMENTS TO PSCBC RESOLUTION 3 of 2009

- 18.1. Clause 3.6.3.2 of PSCBC Resolution 3 of 2009 is hereby amended to allow employees whose posts are graded on salary levels 10 and 12 to be appointed and remunerated on salary levels 10 and 12 respectively.

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- 18.2. The PSCBC to commence a process of review of the current provisions of PSCBC Resolution 3 of 2009.

19. HOUSING ALLOWANCE

- 19.1 The parties to the PSCBC share a common strategic vision of promoting and implementing home ownership for all Public Service employees.
- 19.2 The housing allowance of R800-00 will be increased to R900-00 per month effective from 1 April 2012.
- 19.3 The technical working committee (TWC) shall continue to work towards the establishment of the GEHS.
- 19.4 A new housing dispensation will be negotiated in the PSCBC in the form of the GEHS.

20 AMENDMENTS TO PSCBC RESOLUTION 2 OF 2011 - MSLA

- 20.1 To amend clause 3.4.2 as follows:
"The outcome of the engagement referred to in 3.4.1 above will be tabled for consideration at the PSCBC and implemented with effect from 1 April 2013."

21 REMUNERATION POLICY

- 21.1 The Employer will review the Remuneration Policy of the Public Service as per the process outlined in Annexure A, **with the remuneration of educators receiving priority attention within the said process.**
- 21.2 In conjunction with this process parties commit to enter into a service charter for the public service.
- 21.3 The parties may conduct independent research and develop their respective positions papers.
- 21.4 These papers will be tabled for consultation at the PSCBC.

22 MANAGEMENT PLAN

- 22.1 PSCBC will develop a management plan to oversee the implementation of processes agreed to in this agreement by end of August 2012.

23 GENERAL PROVISION

- 23.1 In the event of **extreme** socio-economic conditions or circumstances, a party may, for the duration of the agreement request Council to re-open negotiations.

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23.2 A decision to re-open negotiations must be agreed to by the parties admitted to Council.

23.3 The request must be accompanied by a detailed motivation of the circumstances that such party wishes to rely on.

24 DISPUTE RESOLUTION

24.1 If there is a dispute about the interpretation or application of this agreement any party may refer the matter to the Council for resolution in terms of the dispute resolution procedure of the Council.


25 IMPLEMENTATION OF AGREEMENT

25.1 This agreement shall come into effect on the date it enjoys majority support and will remain in force unless terminated or amended by agreement.


25.2 The Council will monitor the implementation of this agreement.

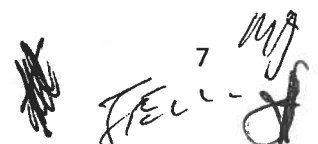
THIS DONE AND SIGNED AT LEWISBURGH OF THIS 31ST DAY OF JULY 2012.

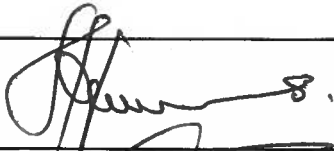



ON BEHALF OF THE EMPLOYER

	Name	Signature	Date
STATE AS EMPLOYER	KHUMBULA NDABA		2012/07/28

ON BEHALF OF TRADE UNION PARTIES

Trade Union	Name	Signature	Date
DENOSA	Thandeka Msibi		31/7/2012
HOSPERSA/NUPSAW /NATU			



NAPTOSA	HENRY HENDRICKS		31/07/2012.
NEHAWU	Fehle Mazyda		31/07/12
POPCRU	AKOSIMATI MABHIDA		31/07/12
PSA			
SADTU	Mangweni Mahleke		
SAPU	TUMI MOGODISENG		31/07/12

ANNEXURE A

<i>Personnel Expenditure Review (PER)</i>		
Analysis of government spending on personnel	September 2012	DPSA/ PSCBC
Benchmarking on salaries and conditions of service		
Internal consultation	October 2012	
PSCBC consultation	November 2012	Employer/ Labour
Recommendations on new Remuneration Policy	March 2013	
Remuneration Policy developed		
Consultation	July 2013	Employer
Implementation of Remuneration Policy	August – September 2013	DPSA/ PSCBC
Impact assessment and evaluation of Policy	November 2013	
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