

**PSCBC**

**PUBLIC SERVICE CO-ORDINATING BARGAINING COUNCIL**

## **RESOLUTION NO 7 OF 2000**

# **IMPROVEMENT IN THE CONDITIONS OF SERVICE OF PUBLIC SERVICE EMPLOYEES FOR 2000/2001 FINANCIAL YEAR**

## **PUBLIC SERVICE CO-ORDINATING BARGAINING COUNCIL (PSCBC)**

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*[Handwritten signatures and initials]*  
JEP

**PUBLIC SERVICE CO-ORDINATING BARGAINING COUNCIL (PSCBC)****RESOLUTION NO. 7 OF 2000****IMPROVEMENT IN THE CONDITIONS OF SERVICE OF PUBLIC SERVICE EMPLOYEES  
FOR 2000/2001 FINANCIAL YEAR**

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**The employer and employee parties agree on the terms set out below:**

**1. OBJECTIVES:**

- 1.1 To establish processes to develop new, more equitable benefits, career paths and pay progression for all employees in the public service.
- 1.2 To establish a framework for restructuring in the public service.
- 1.3 To provide for the annual wage increase for public service employees for the 2000/2001 financial year.

**2. SCOPE:**

- 2.1 This agreement applies to the employer and employees:
  - a) who are employed by the State; and
  - b) who fall within the registered scope of the PSCBC.

**3. MEDICAL AID RESTRUCTURING:**

- 3.1 A joint task team of employer and employee parties shall be established to investigate:
  - a) mechanisms to introduce collective buying power;
  - b) extending medical assistance to all employees in the public service;
  - c) the feasibility of capping and/or de-linking the present medical aid contribution from the medical price index;
  - d) administrative mechanisms to control and manage costs for the employer and employee;
  - e) measures and resources for the treatment of HIV/AIDS in respect of affected employees and their dependants;
  - f) how medical aid schemes can strengthen the public health system in the country; and
  - g) post retirement medical aid.

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- 3.2 The joint task team shall complete its work by 31<sup>st</sup> January 2001 and submit developed recommendations to the PSCBC for negotiation by 15<sup>th</sup> February 2001.

#### **4. POLICY ON HIV/AIDS:**

- 4.1 A joint task team of employer and employee parties shall be established to investigate:
- a) the development of an HIV/ AIDS policy;
  - b) the elimination of discrimination against people living with HIV/ AIDS; and
  - c) the development of appropriate training and materials for people who work with those affected by HIV/ AIDS.
- 4.2 The joint task team shall complete its work by 31<sup>st</sup> January 2001 and submit developed recommendations to the PSCBC for negotiation by 15<sup>th</sup> February 2001.

#### **5. HOUSING AND ACCOMMODATION RESTRUCTURING:**

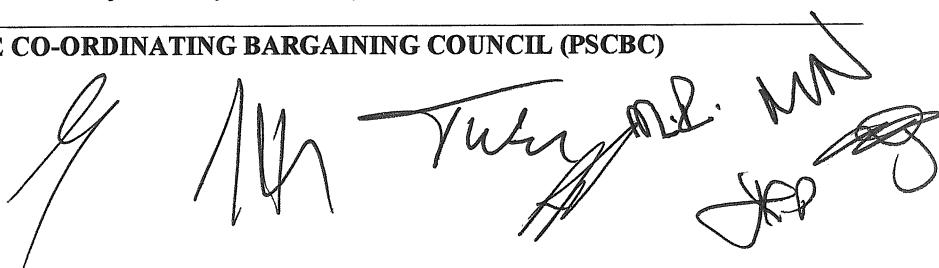
- 5.1 A joint task team of employer and employee parties shall be established to investigate:
- a) possibilities on how the employer's collective buying power can be harnessed to obtain better and affordable arrangements with financial institutions. Further, to develop criteria for the evaluation of financial institutions that will provide mortgage bonds for public servants;
  - b) measures to address the needs of the low-income and rural-based employees together with those based in tribal trust land, inner city and peri-urban areas as far as the housing benefit is concerned;
  - c) measures to enable new employees with a continuous twelve-month period of service to obtain a housing subsidy;
  - d) all allowances related to housing and accommodation with a view of extending the same to all employees;
  - e) the current accommodation benefits provided by the employer; and
  - f) the possible use of individual's actuarial value with the Government Employee Pension Fund (GEPF), to be accessed for collateral purposes.
- 5.2 The joint task team shall complete its work by 31<sup>st</sup> January 2001 and submit developed recommendations to the PSCBC for negotiation by 15<sup>th</sup> February 2001.

#### **6. PENSION RESTRUCTURING:**

- 6.1 A joint task team of employer and employee parties shall be established to investigate:
- a) advantages and disadvantages of the present system in relation to a Pay as You Go (PAYG) and any other pension system;

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- b) a reduction in the employer's contribution to the Government Employees Pension Fund (GEPF) to an agreed percentage. The purpose of this is to use funds accrued from such reduction towards the development of social services and job security in the public service;
- c) the implications of the alleged mismanagement of the Venda pension fund on the affected employees; and
- d) the buying back of pensions at favourable rates to assist those employees who were previously denied access to the pension fund as well as all employees in terms of previous collective agreements.

6.2 The joint task team shall complete its work by 31<sup>st</sup> May 2001 and submit developed recommendations to the PSCBC for negotiation by 15<sup>th</sup> June 2001.

## 7. LEAVE:

### 7.1 Annual leave:

- a) The annual leave dispensation in this agreement shall provide a framework that may be further refined, subject to service delivery requirements of any sector.
- b) Employees shall accrue leave days per annual leave cycle, which shall be granted according to Annexure A.
- c) A period of 10 working days leave per annual leave cycle shall be a compulsory requirement. The utilisation of this leave must take into account sectoral service delivery requirements.
- d) The remaining days shall be utilised within an 18 month period. All remaining unused leave shall fall away thereafter. However, where leave due is not taken due to the employer's service delivery requirements, such leave shall be paid at the end of the 18 month period.
- e) The departments shall not unreasonably refuse to grant leave to employees who apply, taking into consideration service delivery requirements.

### 7.2 Annual leave accruals and leave payouts:

- a) The cash value in respect of unused annual leave credits shall be payable at termination of service.
- b) For purposes of leave payouts, employees shall be paid a maximum of 22 days.

### 7.3 Payout of annual leave accrued before 1<sup>st</sup> July 2000:

- a) Employees, who in terms of the dispensation applicable prior to 1<sup>st</sup> July 2000, have earned audited leave accruals in terms of that dispensation, shall retain the same. The employer shall pay such accrued leave on:

- i) death;
  - ii) retirement; or
  - iii) medical boarding.
- b) Parties to the PSCBC shall negotiate the method of calculating the value and payment of the audited accrued leave.
- c) Where there are no records an audit shall be conducted by the employer in order to determine whether there are periods which are audited or unaudited. Should there be a period which is not audited and a period which is audited then the leave payout shall be paid on the basis of 6 days per completed year of service up to 100 days for unaudited leave, plus the value of the audited leave.
- d) The employer shall allow employees to utilise their accrued leave credits accrued prior to 1<sup>st</sup> July 2000. Departments shall develop procedures and measures to ensure that accrued leave is utilised in a manner that does not detrimentally affect service delivery.

#### **7.4 Normal sick leave:**

- a) Employees shall be granted 36 working days sick leave with full pay in a three-year cycle.
- b) The employer shall require a medical certificate from a registered medical practitioner if three or more consecutive days are taken as sick leave.
- c) Practitioners shall, for this purpose, include all practitioners as defined by the Health Professionals Council of South Africa (Medical and Dental Practitioners).
- d) An employee shall produce a medical certificate at the request of the employer where a pattern has been established.
- e) Unused sick leave credits shall lapse at the end of a three-year cycle.

#### **7.5 Disability management leave:**

##### **7.5.1 Temporary disability leave:**

- a) An employee whose normal sick leave credits in a cycle have been exhausted and who, according to the relevant practitioner, requires to be absent from work due to disability which is not permanent, may be granted sick leave on full pay provided that:
  - i) her or his supervisor is informed that the employee is ill; and

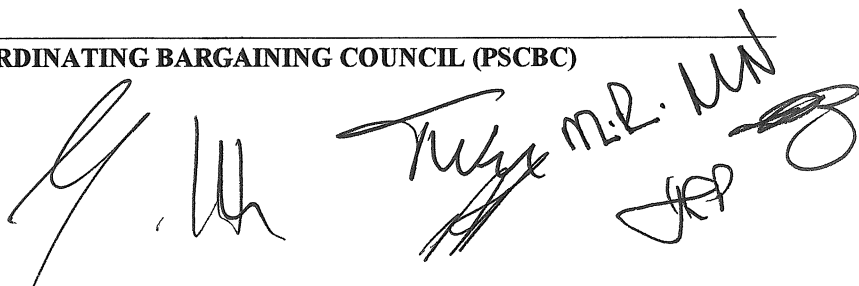
- ii) a relevant registered medical and/or dental practitioner has duly certified such a condition in advance as temporary disability except where conditions do not allow.
- b) The employer shall, during 30 working days, investigate the extent of inability to perform normal official duties, the degree of inability and the cause thereof. Investigations shall be in accordance with item 10(1) of Schedule 8 in the Labour Relations Act of 1995.
- c) The employer shall specify the level of approval in respect of applications for disability leave.

#### **7.5.2 Permanent disability leave:**

- a) Employees whose degree of disability has been certified as permanent shall, with the approval of the employer, be granted a maximum of 30 working days paid sick leave, or such additional number of days required by the employer to finalise the process set out in (b) and (c) below.
- b) The employer shall, within 30 working days, ascertain the feasibility of:
  - i) alternative employment; or
  - ii) adapting duties or work circumstances to accommodate the disability.
- c) If both the employer and the employee are convinced that the employee will never be able to perform any type of duties at her or his level or rank, the employee shall proceed with application for ill health benefits in terms of the Pension Law of 1996.

#### **7.6 Leave for occupational injuries and diseases:**

- a) Employees who, as a result of their work, suffer occupational injuries or contract occupational diseases shall be granted occupational injury and disease leave for the duration of the period they cannot work.
- b) If an employee suffers a work-related injury as a result of an accident involving a third party, the employer may grant her or him occupational injury and disease leave provided that the employee:
  - i) brings a claim for compensation against the third party; and
  - ii) undertakes to use compensation (in terms of the Compensation for Occupational Injuries and Diseases Act of 1993) received to recompense as far as possible for the costs arising from the accident.
- c) The employer shall be obliged to take reasonable steps to assist an employee to claim compensation according to (b) above.

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## **7.7 Parental leave:**

### **7.7.1 Maternity Leave:**

- a) An employee shall receive four months paid maternity leave for each confinement.
- b) If an employee has utilised all her maternity leave, and wishes to extend the leave as a result of complications, she shall:
  - i) utilise available vacation leave; and/or
  - ii) receive up to 184 days of unpaid leave; and/or
  - iii) utilise any sick leave due to her.
- c) An employee who experiences a miscarriage, still birth or termination of pregnancy after starting paid maternity leave:
  - i) shall be entitled to 6 weeks paid leave; and
  - ii) thereafter she may utilise sick leave for days taken off as a result of the miscarriage, still birth or termination of pregnancy.

### **7.7.2 Adoption leave:**

- a) An employee who adopts a child who is younger than two years shall qualify for adoption leave to a maximum of 45 working days. Thereafter the provisions of 7.7.1 (b) (i) and (ii) shall apply.
- b) If both spouses or life partners are employed in the public service, both partners will qualify for adoption leave provided that the combined leave taken does not exceed the 45 days in (a) above.

### **7.7.3 Family responsibility leave:**

- a) Employees shall be granted 3 days leave per annual leave cycle for utilisation if:
  - i) the employee's spouse or life partner gives birth to a child; or
  - ii) the employee's child, spouse, or life partner is sick.
- b) Employees shall be granted 5 days leave per annual leave cycle for utilisation if:
  - i) the employee's child, spouse or life partner dies; or
  - ii) an employee's immediate family member dies.

- c) The amount of family responsibility leave taken according to (a) and/or (b) above shall not exceed 5 days.
- d) Employees who have used all their family responsibility leave shall:
  - i) use available vacation leave; and/or
  - ii) use up to 84 days of unpaid leave.

#### **7.8 Special leave:**

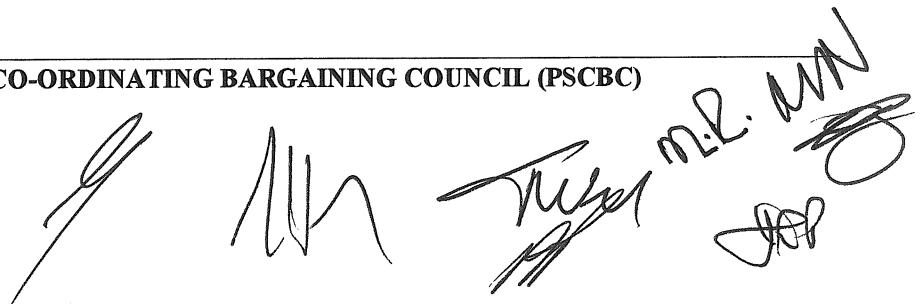
- a) The employer shall negotiate a policy in the relevant bargaining council.
- b) This policy shall indicate:
  - i) the circumstances or responsibilities under which the employer shall authorise special leave with full pay;
  - ii) as far as possible, events for which the employer shall not provide such leave.
- c) The policy may provide paid leave for such requirements such, as study, examinations, military service, re-settlement due to a transfer, collective bargaining or other labour-relations requirements, participation in sports, sabbaticals where appropriate, or any other purpose.

#### **7.9 Leave for office bearers or shop stewards of recognised employee organisations:**

- a) Office bearers or shop stewards of recognised employee organisations shall receive up to 10 days paid leave per annum for activities related to her or his union position.

#### **7.10 Unpaid leave:**

- a) If an employee has utilised all her or his paid vacation leave, the employer may grant her or him unpaid vacation leave. Only in exceptional cases shall the employer grant more than 184 days of unpaid vacation leave in a period of 18 months.
- b) An employee shall utilise unpaid leave for absence from work due to:
  - i) arrest, imprisonment or appearance in court on a criminal charge that leads to a conviction; or
  - ii) a criminal sentence.

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## **8. PAY PROGRESSION:**

- 8.1 The present rank and leg promotion system shall be terminated by 1<sup>st</sup> July 2001 or earlier if a new pay progression system is agreed to before that date.
- 8.2 Educators shall receive a once-off, non-pensionable bonus of R850-00 in addition to the annual general salary increase.
- 8.3 Employees shall receive R850-00 across the board if a pay progression system is not agreed to and implemented by 1<sup>st</sup> July 2001. If a pay progression system is not agreed to in subsequent years the amount of R850-00 shall be increased according to inflation.
- 8.4 The backlog of rank and leg promotions shall be paid within 4 years.
- 8.5 The employer shall fund research, development and related costs in respect of a new pay progression system.
- 8.6 The parties shall set up career paths for every occupation, which shall define:
- a) grounds for promotion to higher salary levels, which must include both an improvement in competencies and good performance;
  - b) the grounds for movement into occupations on the same salary level;
  - c) competencies required for each salary level;
  - d) procedures to assess employees' competencies at each salary level; and
  - e) other requirements for promotion.
- 8.7 The parties shall establish training programmes that enable employees to obtain relevant competencies.
- 8.8 The employer shall provide sufficient funds per sector for research to assist in the definition of career paths.
- 8.9 Each sector shall define the competencies required for each level in career paths, taking into account new policies and service requirements.

## **9. COMMON PAY DATE FOR PUBLIC SERVANTS:**

- 9.1 A joint task team of employer and employee parties shall be established to investigate the possibility of such a pay date in the different sectors.
- 9.2 The joint task team shall complete its work by 31<sup>st</sup> January 2001 and submit developed recommendations to the PSCBC for negotiation by 15<sup>th</sup> February 2001.

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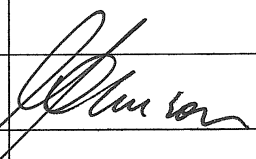
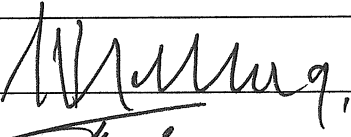
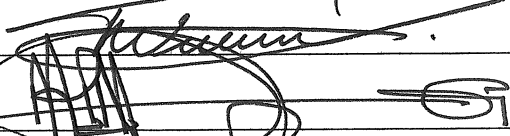
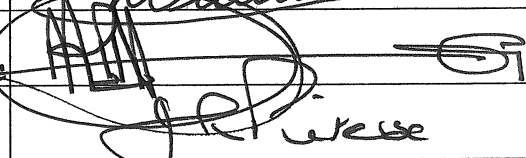
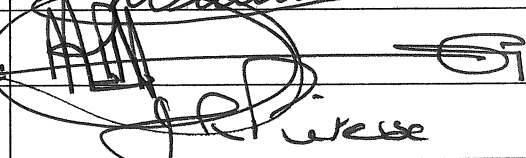
THIS DONE AND SIGNED AT BENONI

OF THIS 28 DAY OF SEPTEMBER 2000

ON BEHALF OF THE STATE AS EMPLOYER

|                   | Name         | Signature                                                                           |
|-------------------|--------------|-------------------------------------------------------------------------------------|
| State as employer | Manoko Nchwe |  |

ON BEHALF OF EMPLOYEE PARTIES

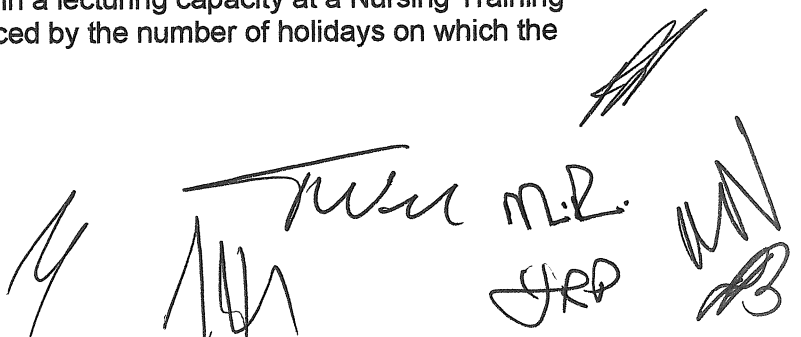
| Employee party | Name                   | Signature                                                                             |
|----------------|------------------------|---------------------------------------------------------------------------------------|
| DENOSA         |                        |                                                                                       |
| HOSPERSA       |                        |                                                                                       |
| NAPTOSA        | DAVID BAKI             |    |
| NUPSAW         |                        |                                                                                       |
| NPSWU          | RONNIE JOHNSON         |   |
| NEHAWU         |                        |                                                                                       |
| PAWUSA         | NEVILLE PETERSEN       |  |
| POPCRU         |                        |                                                                                       |
| PSA            | HN DE CLERCK           |   |
| SADTU          | T.W. NXESI             |   |
| SAPU           | M. R. MONARENG         |   |
| SAOU           | JACOBUS RADYN PIETERSE |   |

## Annexure A

### ANNUAL LEAVE SCHEDULE

| EMPLOYEE CATEGORY                                                               | VACATION LEAVE DAYS                                                                           |                 |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------|
|                                                                                 | As calendar days                                                                              | As working days |
| 1) Employees in educational or training institutions who:                       |                                                                                               |                 |
| a) Have no duties when the institution closes for holidays                      | 12                                                                                            | 10              |
| b) Who remain on duty for part of the time when institution closes for holidays | 12 days plus half the days the employees remain on duty up to an additional 25 days per year. | 27              |
| 2) Nursing personnel in institutions that provide 24 hour service.              |                                                                                               |                 |
| a) Registered nurses appointed before 1 January 1968                            | 54 <sup>1</sup>                                                                               | 40              |
| b) Registered or enrolled nurses appointed on or after 1 January 1968:          |                                                                                               |                 |
| > Less than 10 years service;                                                   | 46 <sup>1</sup>                                                                               | 34              |
| > 10 or more years of service.                                                  | 52 <sup>1</sup>                                                                               | 38              |
| c) Nursing assistants appointed before 1 January 1968.                          | 48 <sup>1</sup>                                                                               | 35              |
| d) Nursing assistants appointed after 1 January 1968:                           |                                                                                               |                 |
| > Less than 10 years service;                                                   | 40 <sup>1</sup>                                                                               | 30              |
| > 10 or more years of service                                                   | 46 <sup>1</sup>                                                                               | 34              |
| e) Student and pupil nurses.                                                    | 30                                                                                            | 22              |
| f) Part-time nurses.                                                            | 30                                                                                            | 22              |
| 3) Employees appointed prior to 1 July 1966                                     | 38                                                                                            | 28              |
| 4) Other employees                                                              |                                                                                               |                 |
| > Less than 10 years service.                                                   | 30                                                                                            | 22              |
| > 10 or more years of service.                                                  | 36                                                                                            | 26              |

<sup>1</sup> In instances where an employee in a lecturing capacity at a Nursing Training College for nurses, leave is reduced by the number of holidays on which the employee does not work.



## ANNEXURE B

## SALARY SCALE : 2000/2001

*Note: This schedule of salary increase does not apply to the management echelon*

|                  | Non-educators salary scale |            |                  | Educators salary scale |            |                  |
|------------------|----------------------------|------------|------------------|------------------------|------------|------------------|
|                  | 1999/2000 Salary           | % Increase | 2000/2001 Salary | 1999/2000 Salary       | % Increase | 2000/2001 Salary |
| 1                | 22,464                     | 7%         | 24,036           |                        |            |                  |
|                  | 22,776                     | 7%         | 24,369           |                        |            |                  |
|                  | 23,082                     | 7%         | 24,696           |                        |            |                  |
|                  | 23,811                     | 7%         | 25,476           |                        |            |                  |
| 2                | 25,398                     | 7%         | 27,174           |                        |            |                  |
|                  | 26,094                     | 7%         | 27,918           |                        |            |                  |
|                  | 27,168                     | 7%         | 29,067           |                        |            |                  |
|                  | 27,714                     | 7%         | 29,652           |                        |            |                  |
| 3                | 29,172                     | 7%         | 31,212           | 29,355                 | 7%         | 31,407           |
|                  | 30,450                     | 7%         | 32,580           | 30,642                 | 7%         | 32,784           |
|                  | 31,797                     | 7%         | 34,020           | 31,995                 | 7%         | 34,233           |
|                  | 32,520                     | 7%         | 34,794           | 32,724                 | 7%         | 35,013           |
| 4                | 34,557                     | 6.5%       | 36,801           | 34,776                 | 6.5%       | 37,035           |
|                  | 35,757                     | 6.5%       | 38,079           | 35,982                 | 6.5%       | 38,319           |
|                  | 37,023                     | 6.5%       | 39,429           | 37,257                 | 6.5%       | 39,678           |
|                  | 37,533                     | 6.5%       | 39,972           | 37,770                 | 6.5%       | 40,224           |
|                  | 38,775                     | 6.5%       | 41,295           | 39,018                 | 6.5%       | 41,553           |
| 5                | 40,881                     | 6.5%       | 43,536           | 41,139                 | 6.5%       | 43,812           |
|                  | 42,426                     | 6.5%       | 45,183           | 42,693                 | 6.5%       | 45,468           |
|                  | 44,049                     | 6.5%       | 46,911           | 44,325                 | 6.5%       | 47,205           |
|                  | 44,763                     | 6.5%       | 47,670           | 45,045                 | 6.5%       | 47,970           |
|                  | 46,350                     | 6.5%       | 49,362           | 46,644                 | 6.5%       | 49,674           |
|                  | 47,937                     | 6.5%       | 51,051           | 48,237                 | 6.5%       | 51,372           |
| 6                | 50,610                     | 6.5%       | 53,898           | 50,931                 | 6.5%       | 54,240           |
|                  | 53,619                     | 6.5%       | 57,102           | 53,955                 | 6.5%       | 57,462           |
|                  | 56,721                     | 6.5%       | 60,405           | 57,078                 | 6.5%       | 60,786           |
|                  | 58,650                     | 6.5%       | 62,460           | 59,019                 | 6.5%       | 62,853           |
| 7                | 63,042                     | 6.5%       | 67,137           | 63,438                 | 6.5%       | 67,560           |
|                  | 66,165                     | 6.5%       | 70,464           | 66,582                 | 6.5%       | 70,908           |
|                  | 69,402                     | 6.5%       | 73,911           | 69,837                 | 6.5%       | 74,376           |
|                  | 70,863                     | 6.5%       | 75,468           | 71,310                 | 6.5%       | 75,945           |
|                  | 74,028                     | 6.5%       | 78,837           | 74,496                 | 6.5%       | 79,338           |
| 8                | 78,291                     | 6.5%       | 83,379           | 78,789                 | 6.5%       | 83,910           |
|                  | 82,500                     | 6.5%       | 87,861           | 83,025                 | 6.5%       | 88,419           |
|                  | 86,829                     | 6.5%       | 92,472           | 87,381                 | 6.5%       | 93,060           |
|                  | 89,373                     | 6.5%       | 95,181           | 89,940                 | 6.5%       | 95,784           |
| 9                | 93,924                     | 6.0%       | 99,558           | 94,524                 | 6.0%       | 100,194          |
|                  | 97,419                     | 6.0%       | 103,263          | 98,040                 | 6.0%       | 103,920          |
|                  | 100,905                    | 6.0%       | 106,959          | 101,550                | 6.0%       | 107,643          |
|                  | 104,400                    | 6.0%       | 110,664          | 105,066                | 6.0%       | 111,369          |
|                  | 107,889                    | 6.0%       | 114,360          | 108,579                | 6.0%       | 115,092          |
|                  | 110,013                    | 6.0%       | 116,613          | 110,715                | 6.0%       | 117,357          |
|                  | 113,463                    | 6.0%       | 120,270          | 114,186                | 6.0%       | 121,035          |
|                  |                            |            | -                |                        |            | -                |
| 10               | 117,234                    | 6.0%       | 124,266          | 117,984                | 6.0%       | 125,061          |
|                  | 122,286                    | 6.0%       | 129,621          | 123,066                | 6.0%       | 130,449          |
|                  | 127,332                    | 6.0%       | 134,970          | 128,142                | 6.0%       | 135,828          |
|                  | 132,000                    | 6.0%       | 139,920          | 132,843                | 6.0%       | 140,811          |
| 11               |                            |            | -                |                        |            | -                |
|                  | 136,767                    | 6.0%       | 144,972          | 137,643                | 6.0%       | 145,899          |
|                  | 146,307                    | 6.0%       | 155,085          | 147,243                | 6.0%       | 156,075          |
| 12               | 155,856                    | 6.0%       | 165,207          | 156,855                | 6.0%       | 166,266          |
|                  |                            |            | -                |                        |            | -                |
|                  | 164,607                    | 6.0%       | 174,483          | 165,666                | 6.0%       | 175,605          |
| 13 Professionals | 173,856                    | 6.0%       | 184,287          | 174,978                | 6.0%       | 185,475          |
|                  | 183,165                    | 6.0%       | 194,154          | 184,344                | 6.0%       | 195,402          |
|                  |                            |            | -                |                        |            | -                |
| 14 Professionals | 187,113                    | 6.0%       | 198,339          | 188,319                | 6.0%       | 199,617          |
|                  | 194,901                    | 6.0%       | 206,595          | 196,158                | 6.0%       | 207,927          |
|                  | 203,043                    | 6.0%       | 215,223          | 204,351                | 6.0%       | 216,612          |
| 14 Professionals |                            |            | -                |                        |            | -                |
|                  | 215,538                    | 6.0%       | 228,468          |                        |            |                  |
|                  | 226,746                    | 6.0%       | 240,348          |                        |            |                  |
|                  | 238,353                    | 6.0%       | 252,654          |                        |            |                  |

*Handwritten signatures and initials:*  
 g, Tuen M.R., UN, B, JED