



**FROM THE ACCOUNTING OFFICER'S DESK 001/2015**

**23 NOVEMBER 2015**

**TO : ALL STAFF  
ORGANISED LABOUR**

**SUBJECT : LABOUR RELATIONS**

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Flowing from a very successful Labour Summit and recent bilateral engagements between the management of the department and Organised Labour executives, I herewith wish to bring to your attention the following update on progress made with a range of issues raised:

**PAYMENT OF PERFORMANCE BONUSES: PUBLIC SERVICE ACT EMPLOYEES:**

We are still on course to meet the target date of the 2<sup>nd</sup> December 2015 for the payment of performance bonuses to 3,908 eligible employees after the Provincial Treasury opened a window for the availability of the payment code on 23<sup>rd</sup> November 2015. Initially 5,009 employees were nominated for the award. As indicated during the interaction session with Organised Labour, only cases who has been duly verified, will be awarded with performance bonuses to prevent unauthorized expenditure and a situation where overpayments have to be recouped from employees causing personal hardship for those involved. During the first phase of the verification process it was found that:

- 56 employees nominated do not qualify for the award as they have not completed the qualifying period of 12 months on 1 April 2015.

- The score captured on PERSAL for 169 employees nominated is less than 115% which render them not eligible for the award
- No scores/performance agreements were captured on PERSAL for 166 employees nominated and payment can likewise not be authorized at this stage.
- The probation of 50 employees has not been confirmed and payment of the award can thus not be made at this stage.
- Doubt exists as to whether 657 employees nominated, qualify for the award as their salary levels are higher than the grade of the posts they occupy. The Department has requested clarification on this matter from the Director-General: Public Service and Administration and is awaiting a response.

I have requested the Chief Director: Human Resource Management and Development to, after the final verification exercise, issue letters to all nominated employees to inform them on the outcome of the process and to provide reasons to those who do not qualify for the award.

#### **PAY PROGRESSION: PUBLIC SERVICE ACT EMPLOYEES**

Payment for the second batch of eligible 771 employees has gone through on the 18<sup>th</sup> November 2015, payable on 23<sup>rd</sup> November 2015. The Finance Section is in the process of verifying if there are any exceptions. A PERSAL Report will only be issued Tuesday 24<sup>th</sup> November 2015 to support this verification review exercise.

Further verification processes is underway to deal with 113 cases. In an initial verification exercise it was as in the case during the Phase I exercise found that 58 nominated employees do not qualify as they have not completed the qualifying period for first time employees.

The Chief Director: Human Resource Management and Development has likewise been requested to ensure that the outcome of Phases I and II of the awarding of pay progression benefits is duly communicated to nominated employees.

### **PAY PROGRESSION: OFFICE BASED EDUCATORS**

Payment for the second batch of eligible 338 employees has gone through on the 18<sup>th</sup> November 2015 payable on 23<sup>rd</sup> November 2015. The Finance Section is in the process of verifying if there are any exceptions. A PERSAL Report will only be issued Tuesday 24<sup>th</sup> November 2015 to support this verification review exercise.

### **PAY PROGRESSION: SCHOOL BASED EDUCATORS**

Payment for all School Based Educators has gone through on the 18<sup>th</sup> November 2015 and is also payable on 23<sup>rd</sup> November 2015. The Finance Section is in the process of verifying if there are any exceptions.

### **PERMANENT APPOINTMENT OF CONTRACT WORKERS (INTERNS)**

The permanent appointment of 169 contract workers was authorised on 18 November 2015 on PERSAL and salary payment (including back pay) will be on 23<sup>rd</sup> November 2015.

A second batch of 11 permanent appointments will be authorized on 24<sup>th</sup> November 2015 for the last salary run of 25<sup>th</sup> November 2015.

In order to ensure that the remaining contract workers receive a stipend payment at the end of November, the processing of their permanent appointments will be done from 1 December onwards on time for the last salary run scheduled for 16 December 2015.

The Directorate: Human Resource Administration has been tasked to ensure that all outstanding files, including a submission for 15 employees whose details were omitted from list, are submitted to the Central Processing Centre (CPC) by 25<sup>th</sup> November 2015.

### **PAYMENT OF LONG OVERDUE SALARIES TO EDUCATORS**

Special arrangements have been made with District Directors to ensure that duly completed files for all Educators who assumed duty before 13 November 2015 are submitted to the CPC no later than 24<sup>th</sup> November 2015 for processing before 11<sup>th</sup> December 2015. This is to ensure,

as far as humanly possible, that all outstanding salary payments are processed before the last PERSAL salary run for 2015 which is scheduled for 16 December 2015.

It is my heartfelt desire to ensure that we pay every educator who has worked for us this year, before the Christmas break. To this end, a once-off condonement mechanism has been initiated to deal with all irregular appointments. Submissions in this regard is also due for submission by District Directors to the CPC on 24<sup>th</sup> November 2015. Practises that result to such irregular appointments should cease immediately.

Approval was granted for overtime payment to staff seconded to the CPC for the period 22 November 2015 to 11 December 2015 to deal with this mammoth task without compromising internal control arrangements.

## **HROPT**

Out of the 318 employees earmarked to benefit from the HROPT exercise, to date all have been paid except for 20 employees who have not responded to formal correspondence from the Department. The 7 acknowledged non-cooperative employees have received letter with copies provided to Organised Labour on the 23<sup>rd</sup> November 2015

The HROPT mop-up exercise that entailed the updating of the 2010 – 2015 backlog will be carried out over the next two months, with the assistance of Mazars.

## **CONCLUSION**

The Chief Director: Human Resource Management and Development was as part of the approval process for pay progression and performance awards, requested to develop before 15 November 2015 a Strategy and Implementation Plan for the implementation of the 2015/16 IQMS and PMDS measures to ensure that benefits to eligible Educators and Public Service Act employees are duly paid at the end of July 2016. Given recent developments this date has been extended to 31 January 2016. Labour Organisations will be consulted on the Strategy to also ensure that the implementation of the IQMS and PMDS systems are, in future, done strictly according to the applicable systems principles, norms and standards - remembering always that this is a performance management tool.

It is through high level of performance, quality of work done and dedication that we can become the best education department in the country. In an endeavour to build such a department we all have to do our part in ensuring an effective labour relations environment and internal stability despite many issues that might still be unresolved.

In all our engagement let us ensure that we uphold the rule of law and our actions are in line with acceptable engagement protocols. In all these engagements the basic principle of respect should be upheld at all-time realising that other people's rights are as important as our own.

  
MS S N NETSHILAPHALA  
ACTING SUPERINTENDENT-GENERAL