



the dpsa

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TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATORS

CIRCULAR NO. 15 OF 2021 (SUPPLEMENTARY CIRCULAR)

IMPROVEMENT IN CONDITIONS OF SERVICE FOR EMPLOYEES ON SALARY LEVELS 1 TO 12 AND THOSE COVERED BY OCCUPATION SPECIFIC DISPENSATIONS (OSDs): COST OF LIVING ADJUSTMENT: 1 APRIL 2021

INTRODUCTION

1. Departments are informed that this Supplementary Circular is aimed at providing more clarity and updates to Circular No. 15 of 2021.
2. The Circular is therefore updated and amended as follows:
 - 2.1 In addition to the employees listed in Circular No. 15 of 2021, the following categories of employees are also **eligible** for the payment of a non-pensionable monthly cash allowance:
 - 2.1.1 Contract workers.
 - 2.1.2 Part time workers (i.e. 6/8, 5/8 and 3/8) who fall within the scope of the PSCBC.
 - 2.1.3 Employees appointed on or after 1 April 2021.
 - 2.1.4 Any employees who was in the employ on 1 April 2021, but whose services were terminated, for whatever reason, before the implementation of the non-pensionable cash allowances. Therefore, those employees must receive the payment of a non-pensionable monthly cash allowance for the months he or she was in service.
 - 2.2 The following categories of employees are **not eligible** for a payment of a non-pensionable monthly cash allowance:

- 2.2.1 Development programmes employees- (i.e. learnerships), including internships outside OSDs.
- 2.2.2 Employees appointed on a daily rate/sessional or periodical basis (casual employees, employees who are remunerated on an hourly or daily basis).
- 2.2.3 Any person who does not fall under the definition of an employee in terms of section 8 of the Public Service Act, 1994.
- 2.3 Paragraph 12 of Circular No. 15 of 2021 provides that *"Departments are to ensure that they implement the non-pensionable cash allowance as indicated in paragraphs 4 and 10 above. Should any problems arise with the implementation thereof, departments must approach the DP'SA for assistance"*. It should be noted that PERSAL will implement the payment of the non-pensionable monthly cash allowance programmatic.
3. The Minister for Public Service and Administration has approved, in terms of section 5(6)(b) of the Public Service Act, 1994 the following non-pensionable monthly cash allowances for part-time employees per salary level with effect from 1 April 2021:

Salary level	Allowances for full-time employees	6/8 part-time employees	5/8 part-time employees	3/8 part-time employees
SL 1 – 5	R1220	R915	R763	R458
SL 6 – 7	R1352	R 1014	R845	R507
SL 8 – 9	R1450	R1088	R906	R544
SL 10 – 11	R1640	R1230	R1025	R615
SL 12	R1695	R1271	R1059	R636

SCOPE OF APPLICABILITY OF THIS CIRCULAR

4. This Circular applies to employees on salary levels 1 to 12 and those covered by OSDs who are appointed in terms of the Public Service Act, 1994.
5. This Circular does not apply to the personnel groups listed below. The implementation of the non-pensionable cash allowance for these groups will be addressed by the Executive Authorities concerned (where applicable):
- 5.1 Members of the Senior Management Service (SMS), i.e. salary levels 13 to 16.
- 5.2 Personnel on salary levels 1 to 12, and where applicable, employees covered by an OSD, employed in terms of Employment of Educators Act, 1998, the South African Police Act, 1995, the Defence Act, 2002, the Correctional Services Act, 1998 and the National Prosecuting Authority Act, 1998.

GENERAL

6. It is possible that measures contained in this Circular may be erroneous or that errors may be made in the implementation thereof. Departments must inform affected employees in writing that any overpayments or underpayments due to errors will be rectified.
7. Should any challenges arise with the implementation thereof, Departments must approach the DPSA for assistance.
8. Further to paragraph 6 above, the provisions of the Public Service Regulations and specifically Regulation 6(2) provide that an employee **shall direct to his or her head of department** any enquiry on a matter that falls within the functions of the Minister for the Public Service and Administration. The DPSA has been inundated with enquiries by individual employees about the payment of the non-pensionable allowance. Departments must please ensure that their employees are aware of this provision in the Regulations and that they must address their enquiries to their departments for assistance. Where departments are not able to assist employees, the departments may approach the DPSA for assistance.
9. As communicated previously and in line with Circular 15 of 2021, this Circular also only deals with the implementation of the non-pensionable cash allowance. Departments will thus be provided with a further communique on the implementation of the 1.5% adjustment.

Kind regards



Ms. Yoliswa Makhasi

Director-General: Department of Public Service and Administration

Date: 13/10/2021