



OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: Ms R Pendrigh . Tel: 040 608 4494. Fax :040 608 4372. Email: rosalind.pendrigh@ecdoe.gov.za

Website: www.eceducation.gov.za

MEMORANDUM

**TO : DEPUTY DIRECTOR GENERALS
ALL CHIEF DIRECTOR
ALL DIRECTORS
CLUSTER HEADS
CIRCUIT MANAGERS
PRINCIPALS
ALL STAFF**

FROM : DIRECTOR: HUMAN RESOURCE ADMINISTRATIONH (A)

DATE : 21 AUGUST 2024

**SUBJECT : GRADE PROGRESSION IN TERMS OF PSCBC RESOLUTION 3
OF 2009 LEVEL 1-12**

In 2009 the Department of Public Service and Administration (DPSA) initiated the Occupational Specific Dispensation (OSD) covered by various resolutions. PSCBC Resolution 3 of 2009 was issued for officials not covered by the OSD and provided for a career pathing model and grade progression for specific salary levels. This was applicable to level 1-12 employees.

The resolution states the following.

“Career Pathing for salary levels 1-12

3.4 Career pathing for all employees is based on the following principles:

- 3.4.1 Availability of posts (this is applicable to Clause 3.6.2.3);**
- 3.4.2 Following the approved recruitment and selection processes;**
- 3.4.3 Performance;**
- 3.4.4 Continuous years of service in the public service; and**
- 3.4.5 Change in the scope of work (this is applicable to Clause 3.6.2.3).**

Grade Progression Model

3.5 The grade progression model is based on the following principles:

- 3.5.1 Posts are graded based on the outcome of Job Evaluation;**
- 3.5.2 Recognition of performance; and**

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3.5.3 Completed continuous years of service on a salary level irrespective of the notch.

3. 6 The model will be structured as follows:

3.6.1 Salary levels 1-2 and salary levels 2-3

3.6.1.1 With effect from 1 April 2009 all employees on salary level 1 with 5 years of completed continuous service, shall grade (salary level) progress to salary level 2.

3.6.1.2 With effect from 1 April 2009 all employees on level 2 with 20 years of completed continuous service (combined experience of salary levels 1 and 2), shall grade progress to salary level 3.

3.6.1.3 With effect from 1 April 2009, employees appointed directly on salary level 2 with 15 years of completed continuous service, shall grade progress to salary level 3.

3.6.1.4 With effect from 1 April 2010, employees shall grade (salary level) progress from salary level 1 to 2 after 5 years of continuous service, and from salary level 2 to 3, after 20 years of combined continuous service (combined experience of salary levels 1 and 2), based on satisfactory performance (the average assessment over the last 2-year period will determine the performance rating).

3.6.2 Salary levels 4-5; salary levels 5-6; salary levels 6-7 and salary levels 7-8

3.6.2.1 Subject to the Public Service Regulations and based on the outcome of the Job Evaluation exercise, posts are advertised and filled at the minimum notch of the first appropriate salary level.

3.6.2.2 With effect from 1 April 2010 (salary adjusted with effect from 01 July annually), an employee on salary level 4, 5, 6 or 7, who has completed 15 years of continuous service on a salary level, irrespective of the notch, and has obtained at least satisfactory rating in his/ her performance assessments (the average assessment over the last 2 year period will determine the performance rating), shall grade (salary level) progress to salary level 5, 6, 7 or 8 respectively. This is not subject to the availability of posts.

3.6.2.3 Grade progression will be capped for employees on salary level 3, 8 and 10. Therefore, employees cannot grade progress from salary levels 3 to 4, from salary level 8 to 9 and from salary level 10 to 11.

3.6.2.4 Employees can only grade progress from salary levels 4 to 5, or from salary level 5 to 6, or from salary level 6 to 7, or from salary level 7 to 8.

3.6.2.5 When an employee is appointed on a **post graded** on salary level 4, he/she shall only progress to salary level 5.





- 3.6.2.6 *When an employee is appointed on a **post graded** on salary level 5, he/she shall only progress to salary level 6.*
- 3.6.2.7 *When an employee is appointed on a **post graded** on salary level 6, he/she shall only progress to 7.*
- 3.6.2.8 *When an employee is appointed on a **post graded** on salary level 7, he/she can only progress to salary level 8.*
- 3.6.2.9 *No employee who was appointed on salary level 4, 5 and 6 can grade progress to salary level 6, 7 and 8 respectively, i.e. grade progress over 2 salary levels. These employees must apply for vacant funded posts graded on those salary levels.*
- 3.6.2.10 **This provision does not do away with the provisions of the Job Evaluation system in the public service.**
- 3.6.2.11 *Average performers shall grade (salary level) progress after 15 years.*
- 3.6.2.12 *Accelerated Grade Progression will be as follows:*
- 3.6.2.12.1 *An employee who has performed above satisfactory for 12 years cumulatively in a specific salary level, shall grade (salary level) progress from salary level 4 to 5 or from salary level 5 to 6 or from salary level 6 to 7 or from salary level 7 to 8. Only 30% of the employees per year may be awarded grade progression in this regard.*
- 3.6.2.12.2 *Recognition for accelerated grade progression commences with effect from 1 April 2010.*
- 3.6.3 Salary levels 9-10 and salary levels 11-12**
- 3.6.3.1 *With effect from 1 April 2010 (salary adjusted with effect from 01 July annually), an employee on salary levels 9 and 11 with 15 years of completed continuous service on the salary level irrespective of the notch and has obtained at least satisfactory rating in his/ her performance assessment, shall grade (salary level) progress to salary level 10 and 12 respectively.”*

DPSA has over a number of years, undertaken job evaluation exercises to determine the appropriate level of number of posts. The outcomes are then applicable across the public service and is termed a benchmark post.

The benchmarking exercise and the outcome for clerks are contained in letter dated 12 December 2012. Production level posts are determined at level 5 and supervisors at level 7. On 24 October 2019 DPSA issued another list of posts that had been benchmarked. These posts include Drivers, Food Service Aids, Teachers Aid amongst others.

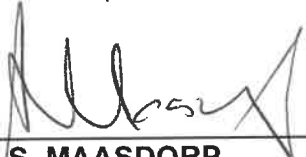




The benchmarking process has now resulted in some levels not being able to grade progress. An example is the production level clerks whose posts are now at level 5. If they were previously moved to salary level 6 they remain at that salary level as provided for in the Public Service Regulations. However, they are not able to grade progress as the post they occupy is Level 5 and if they progress to level 7 after 15 years it will mean that grade progress over 2 levels.

Any enquiries may be directed to the office of the Acting Director: Human Resource Administration, Ms B Madonsela, Buhle.Madonsela@ecdoe.gov.za.

You are requested to bring this circular to the attention of all employees.



MS S. MAASDORP
HEAD OF DEPARTMENT (A)



DATE

