

FOR PSA MEMBERS: DEPARTMENT OF TRANSPORT (DOT)

31-05-2022

Update: Request for members' inputs

Agreement: Implementation of working conditions - Security officials

The employer has proposed an amendment to the working conditions of Security officers in the Department of Transport. This is owing to the need for Security personnel to provide a 24-hour service to the Department in protecting staff and property of the Department. The contract of employment signed by Security officers is a standard contract applicable to other employees when it comes to working hours. They were not appointed as shift workers and have to work normal working hours that are worked by other employees. This results in the premises of the Department being closed and remaining unsecured for the times falling outside the working hours. As a result, Security officers have been made to work shifts on an arrangement made for some years. However, to formalise the arrangement and ensure that they are paid all the benefits associated with shift work, the employer proposed a collective agreement that has to be signed between parties. The draft agreement regulates the working hours for Security personnel and outlines how overtime will be applied, the provision for meal intervals and rest periods. It provides a guide on rotational shift rosters, night work and working on public holidays, as well as payment for work on Sundays. The agreement extends to cover issues of security facilities and equipment and also the uniform for Security officials. Should the agreement be signed by the employer and unions, it will amend the conditions of service for Security officers and authorise them as shift workers. They will be entitled to a night-shift allowance and prescribed rates for working on Sundays and public holidays. Their overtime will be managed through this agreement and other relevant policies and procedures to ensure that they are remunerated for all hours worked over and above the maximum hours they need to work in a month.

Business Process Management (BPM) Policy

The purpose of the Business Process Management Policy is to provide guidelines for identifying, designing, reviewing, redesigning, and managing business processes. It is further purposed for ensuring that service-delivery improvement processes take place in a regulated environment and identifying indicators for effective and efficient business process. It is applicable to all staff and outlines the process that needs to be followed when engaging BPM. The policy further identifies various roleplayers who form part of the BPM implementation and the roles they need to play.

Members are urged to read through the above-mentioned documents and provide inputs on each to the PSA at joseph.mashigo@psa.co.za on or before **10 June 2022**.

GENERAL MANAGER