



FOR PSA MEMBERS: **OFFICE OF PUBLIC SERVICE COMMISSION (OPSC)**

27-11-2023

Feedback: Departmental Bargaining Chamber meeting - 23 November 2023

Determination of vote weights

The administrator of the Chamber, as per the provision of the Constitution clause 16.1 of Resolution 1/2012, Governance Rules for Chambers tabled the revised determination of revised vote weights for unions as follows:

Union	Membership	Vote weight
PSA	157	68.86%
Nehawu	68	29.82%
Popcru	3	1.32%

The PSA is committed to serving members by protecting their rights and promoting their interests.

Office accommodation

Parties agreed to conduct an OHS inspection at various provincial offices as soon as budget is made available. The process to secure alternative accommodation for Head Office is underway. The employer is awaiting concurrence from Treasury and the Department of Public Works and Infrastructure before the powers to procure new accommodation are devolved to the Chairperson of the Commission. The DPWI will only be involved when it buys/procures the buildings or occupy state-owned buildings. A transitional committee will be established to facilitate the process to procure alternative accommodation.

Information: Appointments of officials to act in higher positions

The employer reported that it is in an advanced stage to develop a policy of acting in higher positions. The matter will be reported on at the next DBC meeting.

Review: Harassment Policy

The employer reported that it is finalising the guidelines that will be shared with labour by the end of January 2024. The matter will be deferred to the policy task team for consultation.

Organisational structure review

The employer reported that it was still waiting for final inputs from internal stakeholders before the draft functional structure could be shared with labour. It committed to circulate the draft functional structure by 27 November 2023. The PSA urged the employer to fast track the process so that the review of the organizational structure could be finalised.

Recruitment through sourcing CVs from Department of Employment and Labour (DEL)

The PSA raised concerns about the sourcing of CVs from the DEL. The process was viewed to be dubious. Parties agreed to defer the matter to the policy task team. Parties will develop guidelines in terms of the recruitment and selection policy.

Collective agreement: Special Leave

The matter was tabled at the GPSSBC, and a draft collective agreement was circulated to employees for inputs and mandate. A report will be submitted to the DBC as soon as GPSSBC processes are concluded.

Employment Equity: DG review hours of attendance and working arrangements

Parties agreed to establish an employment equity committee to discuss the review of hours mandated by the Director-General. The proposed review of hours of attendance was not consistent and discriminated against other categories of employees. Labour will submit names of their representatives on 24 November 2023.

PSC Bill

The employer reported that the final *Draft Bill* that will be gazetted will be circulated to labour through the Secretariat of DBC in due course.

OPSC policies

The employer reported that the draft policies were circulated to employees for input and comments. The task team consulted sufficiently on these and would be tabled at the next DBC meeting scheduled for 5 December 2023 for adoption. The draft policies included the following:

- EPMIS Policy
- Reviewed Bursary Policy
- Bereavement Policy
- Security Policy
- PMDS
- Recruitment and Selection
- Leave Policy

The following draft policies that are due for review will be circulated to members for inputs and be discussed at the policy task team for further consultation:

- Internship Policy
- Mentorship Policy
- Policy on Special Awards and Recognition of Employees of the OPSC

- Reviewed Bursary Policy
- Reviewed HRD Policy
- Reviewed Learnership Policy
- OPSC Policy on Termination of Service
- Grievance Policy
- Gender Policy
- Policy on External and Internal Transfers
- Retention Policy
- Policy on HIV/Aids and TB Management
- Policy on Management of COVID-19
- Policy on Management of Substance Abuse
- Policy on Management of Diabetes
- Reviewed JE Policy
- Policy on Hybrid Working Arrangements

Functional Shifts – Assistant Director: Facilities Management

The employer reported that an official at the level of Assistant Director was identified to assist Facility section implement functional shifts for the team to monitor the maintenance of various buildings in the Department. The DBC will receive constant progress reports about the maintenance of buildings and infrastructure going forward.

Leave utilisation for retiring staff and compulsory leave taking in terms of Determination and Directive on Leave of Absence in the Public Service, 2021

The employer indicated that according to clause 5.5 of the leave determination, employees who go on retirement and have 30 days leave or capped leave, are obliged to take at least ten days leave before they exist the system. The utilisation of the ten days leave must take the service-delivery requirements of the Department into account. The remaining leave days will be paid out after retirement. The PSA confirmed that the interpretation made by the employer was correct.

Skills audit

The employer indicated that it has developed a competency dictionary defining the competency and the level of skills for all posts as phase one and appointed a service provider to assist in that regard. Phase two divided these competencies that would be submitted to HR to determine what competencies employees possessed, identify gaps, and reskill where required. Labour noted and welcomed the initiative.

OHS compliance and COVID-19 regulations

The employer reported that Tshwane Municipality indicated that water supplied to residents was safe for consumption. A communication and warning to residents would be issued by the DPWI if water was found not be safe for drinking. The PSA advised the employer to approach Environmental Health practitioners to test the safety of water on a regular basis.

Information: Staffing levels, Human Resource costs, and other expenditure

The employer indicated that owing to cost-containment measures imposed by Treasury, most vacant, funded posts will not be filled in the report period under review. The Department submitted a request to the DPSA to fill critical vacant posts and was waiting for feedback.

Employees who want to join the PSA can visit the PSA's website (www.psa.co.za), send an email to ask@psa.co.za, or contact PSA Provincial Offices.

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