

Feedback: PANSALB Bargaining Forum meeting – 7 November 2023

Vacancy rate

The employer provided an update on the status of the 86 funded posts that have been available since the beginning of the new cycle. Out of these, 78 positions have been filled, whilst nine positions remain vacant. During the discussion, the PSA raised a query regarding the timeline for completing the recruitment process for these remaining nine positions. In response, the employer clarified that these nine positions are currently in various stages of the recruitment process and assured that it anticipates finalising the recruitment for these positions before the end of the current financial year.

Performance assessment: 2021/22 cycle

The employer reported that the moderation committee has successfully concluded its assigned tasks and as a result, approval has been granted for performance bonuses and pay progression payment. The payment is scheduled to be completed before the end of November 2023. The PSA welcomed the report.

Performance assessment: 2022/23 cycle

The employer reported that so far 91% of the performance assessments were submitted and only seven employees are still outstanding. The Human Resource Management division continues to make follow-ups with managers regarding outstanding performance assessments. It has been established that it is employees who are not completing the assessments as required. The PSA noted the report.

Performance contracting: 2023/24 cycle

The employer reported that so far 92% of employees have submitted their performance contracts and six employees are still outstanding. It reported that the Human Resource division is making follow-ups with responsible managers for outstanding contracts, as well as the bi-annual performance assessments that were due on 31 October 2023. The PSA noted the report.

Long-service recognition

The PSA tabled the matter following complaints from members that PANSALB does not recognise employees who have long service with the institution. The employer reported that the Human Resource Section was tasked by the CEO to develop a long-service awards document to recognise long-serving employees. It further reported that PANSALB will implement a ten years of service reward for annual leave increase from 22 to 30 days. The cash-amount rewards of R10 899 for employees who have

completed 20 years of continuous service, and a certificate of service for ten and 20 years are to be implemented in the current financial year. The recognition reward will henceforth be implemented for all employees as and when they achieve the long-service milestone in each financial year. The PSA welcomed the report.

Human Resource policies

The employer reported that the below-mentioned policies are still at the Policy Task team for review and feedback will be provided in the next meeting.

- Recruitment and Selection Policy
- Performance Management Policy
- Conditions of Service Policy
- Overtime Policy
- Skills Development Policy
- Access to Employee Files
- Code of Conduct
- Dress Code Policy

The PSA noted the report.

Recognition of improved qualifications

The PSA tabled the matter following complaints from members that PANSALB does not recognise employees who have attained improved qualifications. It reported that an analysis was conducted to identify employees who meet the requirements for this reward.

- Employees on salary levels 1 – 12, excluding SMS.
- Qualification attained relates to the employee's job.
- Once-off cash bonus amounting to 10% of the employee's annual salary notch if it does not exceed the minimum notch of salary level 8.
- The cash bonus can only be paid for one completed qualification.
- Upon attainment of an improved qualification, an employee must submit a certified copy of the improved qualification and academic record.
- Employees who received the bursary from the employer, either partly or in full, for the attainment of an improved qualification, are not eligible for this reward.
- Awarding of the reward to qualifying employees to be budgeted and effected retrospectively from 2024/25 cycle.

The PSA welcomed the report.

Employees on last notch of their salaries

The PSA tabled this matter following complaints from members that most employees have reached their top notch (i.e., some employees are unable to get pay progression owing to their salaries being at the last notch). The PSA made a presentation in the previous meeting and requested that the employer should create an individual incentive, particularly for affected employees. The employer reported that the proposal of a once-off payment for employees who are on the last notch and who achieved performance

scores of three and four was presented to EXCO and the HR Committee and recommended to the Board. Feedback is awaited, and the outcome will be communicated to labour. The PSA acknowledged the report.

Grade progression and accelerated grade progression

The PSA tabled the matter following complaints from members that PANSALB does not recognise employees who have completed 12 years of service with satisfying scores and those who have completed 15 years of continuous uninterrupted service in terms of grade progression. The employer reported that the incentive will be applicable to employees on salary levels 4, 5, 6, 7, 9, and 11 only. Employees on salary level 3, 8, 10, 12, and SMS members are excluded. The PSA questioned the reason for the exclusion of other levels. The employer reported that employees may only grade progress to those excluded levels through promotion.

Members will be informed of developments.

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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