



FOR PSA MEMBERS: **DEPARTMENT OF CORRECTIONAL SERVICES (DCS)**

30-07-2025

Feedback: Department of Correctional Services DBC meeting

DCS disciplinary code

Parties in the Chamber are in the process of reviewing the Disciplinary Code and Procedure (GPSSBC Resolution 1/2006). Parties agreed to meet on 8 and 9 September 2025 to engage on the disciplinary code. Members will be informed of progress.

Task team on insignias

As reported previously, the PSA requested that the task team on Insignias be resuscitated. Current insignias are not aligned to the rank structure of the Department. The employer agreed to the resuscitation of the task team on insignias. A draft working document was drafted by the employer and tabled in the Chamber. The matter was deferred to a multilateral meeting.

Reclassification of correctional centres

The PSA previously requested the employer to revive the Reclassification of Correctional Centres Project to enhance operational efficiency. The current structure poses challenges, as large correctional centres operate under the same post establishment and standards as smaller facilities, creating inefficiencies. The employer agreed to resume the reclassification process and has drafted a working document, which was presented in the Chamber. The matter has been deferred for further discussion at a multilateral meeting.

Shortage of staff

The employer made a presentation on the current staff profile. Organised labour was worried about the 10.4%-vacancy rate at the Incarceration program. This exposes members to the risk of being attacked by inmates as they will not comply with the member-inmate ratio when interacting with inmates. The employer indicated that amongst the challenges it is encountering is a shortage of funds and inadequate training facilities. Organised labour requested the employer to improve its turn-around time on recruiting entry-level Correctional Officials by collaborating with other state institutions to utilise their facilities to train Correctional Officers, also to move with speed in fixing the Kroonstad training college. The overall vacancy rate of the Department is 12%. The Department undertook to improve this.

Danger allowance

As previously reported, the PSA demanded that all employees exposed to dangerous situations in the performance of their duties must be paid a danger allowance. This includes officials working in administration who perform duties in prisons over weekends, as well as those responsible for manning gates. The employer indicated that it is unable to implement danger-allowance payments owing to financial constraints. Organised labour, however, rejected this excuse on the basis that the existing Danger Allowance Policy clearly stipulates which employees qualify for this allowance. The matter has been deferred to a multilateral meeting for further discussion.

DCS structure: Micro and Macro review

As previously reported, the PSA requested the Department's Micro and Macro structures. The employer has since shared the Macro structure with organised labour and indicated that the Micro structure is currently under review. Internal consultations with regional offices are underway as part of this process. The employer has undertaken to table the revised Micro structure in the Chamber for consultation with organised labour once internal consultations have been finalised.

New shift pattern

The employer previously proposed a new shift pattern during a special DBC meeting. This proposal was reported and shared with members. Organised labour is currently engaging in consultations with members to obtain a mandate and will provide feedback to the Chamber once the process is concluded. The items remain on the agenda for feedback.

Addendum No 02 to financial circular of 2023/24: Cost-containment measures (Signed on 2 April 2025)

The employer issued a circular on cost containment, which organised labour has identified as violating existing terms and conditions of employment. The circular seeks to alter these conditions without following the prescribed procedures for consultation and/or review. Conditions of employment are regulated by policies and collective agreements, and therefore, the employer does not have the authority to amend these unilaterally. Organised labour demanded that the circular be withdrawn with immediate effect. The employer committed to engaging with its principals regarding the concerns raised and will revert to the Chamber.

Request for updated cost-of-living (COLA) notches (pay progression)

The PSA raised concern regarding the 1.5% shortfall in pay progression that was identified in 2022, noting that this discrepancy may have affected subsequent salary notches for employees. As a result, the PSA formally requested the updated COLA notches for the 2022/23- and 2023/24-financial years. The employer acknowledged the request and committed to sharing the updated COLA notch information with organised labour as soon as possible.

Normalisation of salary notches: Employees at salary level 1 - 12 appointed in terms of *Correctional Services Act*

Following the implementation of annual salary increases in the Public Service effective 1 April 2025, the employer initiated a process referred to as the normalisation of salary notches for employees on salary levels 1 - 12, appointed in terms of the *Correctional Services Act*. The PSA sought clarity from the employer on the source of authority and the criteria applied in implementing this normalisation process. The matter was deferred to a multilateral meeting for further discussion.

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

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