



FOR PSA MEMBERS: **SOUTH AFRICAN HEALTH PRODUCTS REGULATORY AUTHORITY (SAHPRA)**

19-09-2025

Feedback: SAHPRA Bargaining Forum - 18 September 2025

The following agenda items were discussed:

Levy draft agreement

Members are aware that the PSA tabled the matter at the Forum after being mandated by members to ensure that the Forum is sustainable without depending on the employer to carry out its operations. The employer reported that it is awaiting Exco's final approval before approaching parties for signature. It was agreed that the document should be ready before the next forum meeting in December 2025.

Inspectors challenges

Members will recall that the PSA tabled the challenges experienced by Inspectors from unfavourable travelling conditions, inadequate pool cars, as well as performance of additional evaluation tasks. Regarding unfavourable travel working conditions, the employer indicated that the S&T Policy covers employees' remuneration who are required to travel early in the morning as well as late owing to operational reasons and work demands. The employer indicated that most returning flights for international trips are deliberately planned on Friday to allow for resting time before employees resume duty on Monday. Inspectors are also advised to ensure flexible planning to allow for such. The employer further reported that employment of six additional Evaluators posts is underway where three of them will assume duties in October 2025 whilst the other three are undergoing screening processes. The employer disputed the inadequacy of pool cars and indicated that proper and coordinated trip planning is necessary and that SAHPRA has the option to rent cars even to allow employees to use their cars and will be reimbursed in terms of the S&T Policy. The PSA noted the report and will continue to monitor the situation to ensure that conditions for Inspectors are conducive for optimum performance.

Employment contract and conditions of service

The employer previously tabled a draft employment contract to be rolled out to all employees for signature and labour was requested to submit inputs that will cover Section-197 employees. The inputs submitted seemed to have been lost in transition. The PSA will resubmit the inputs by 19 September 2025.

Pension fund

The employer previously indicated that it was exploring the option of other private pension funds to cater for employees' pension benefits other than the GEPP. It was also reported that not all employees at SAHPRA belong to the GEPP and that some do not even have a pension fund that they are contributing to. The PSA indicated that it will not encourage employees to be part of any private pension funds as those are contribution defined whilst the GEPP is guaranteed benefit defined, which will cater for the employee throughout his/her life after retirement as well as remaining dependent spouses. The PSA's proposal to formulate a task team was welcomed by all parties to ensure that this is not driven by the employer only. The PSA will share names of members who will participate in the task team in due course.

Human resources policies discussed at policy task team

The employer reported that the previously tabled policies (*i.e.* 20 and were listed in the previous *Informus*) were deliberated upon by the newly formulated policy task team, inputs received were factored in, and these will be cleaned up and be shared with labour and subsequently undergo internal approval process before implementation earmarked for December 2025.

Agency fee draft

The PSA previously tabled the draft agency fee agreement intended to effect section 25 of the *LRA* by deducting fees from non-union members since they are also benefiting from the fruits born out of collective bargaining processes. It was agreed that parties will meet in person on 29 September 2025 to finalise the document with all inputs from parties and present it to Exco.

SAHPRA Head Office health and safety updates: Staff to work remotely

Members may still be aware that they were instructed to work remotely from 1 to 18 September 2025 owing to reported adverse findings of non-compliance with OHS, which have not been shared with the PSA. The PSA insisted that the employer must share the report with the PSA so the Union can also engage. After deliberation the employer agreed to share the same on 23 September 2025 and emphasised that Exco will advise employees on the way forward. The PSA cautioned the employer not to recall employees whilst the adverse findings have not been addressed, or the PSA will exercise its rights.

Delayed processing of PMDS and payment of incentives

The PSA had previously written to the employer requesting a timeframe of when benefits attached to PMDS will be paid out to eligible and qualifying employees. The employer reported that the assessments will be presented to Exco and the Board for approval and benefits are expected to be paid out on or before October 2025.

Restructuring workplace, including introduction of new technology and new methods/ changes in organisation of work

The PSA reported that there have been structural changes of biometrics and cameras installed in the building of Head Office without any consultation or a rationale behind the changes and requested a comprehensive report. The employer responded that the report will be shared on or before the end of October 2025.

Job evaluation/grading

The PSA indicated that it is in the dark in respect of the job evaluation/grading process that has been undertaken by the employer and requested a comprehensive report, which will include the

implementation timeframe. The employer indicated that the report that been ratified by the DPSA will be presented to the evaluation committee, Exco, and the Board and implementation is expected on or before end of October 2025. The PSA noted the report.

SAHPRA organogram

The employer reported that it has shared the new SAHPRA organogram with labour and requested inputs. The PSA requested indulgence to peruse the document as it was shared a day before the sitting of the Forum. Parties agreed to reschedule the discussion to the Special Bargaining Forum or later in December 2025. The organogram will not be attached as it contains employees' names.

Policies

The employer tabled the following draft policies for consultation: Compensation for Injuries and Diseases Policy; Probation Management Policy; Health Productivity Policy; Dress Code Policy; Overtime Policy; Draft Induction Policy; Draft Professional Registration and Members Fees Policy; Draft People with Disabilities Policy; Development Programs Policy; Improved Qualifications Policy; Reward and Recognition Policy; Absorption and Retention Policy; Records Management Policy; Employee Movement Policy; and Renumeration of Work Outside SAHPRA.

Members are requested to read the *attached* policies and provide inputs to Percival.Legoale@sahpra.or.za and copy Zamani.Dladla@psa.co.za on or **before 15 October 2025**.

Employees who want to join the PSA can visit the PSA's website or contact PSA Provincial Offices.

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