

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

27-11-2019

Update: Internal processes of filling of posts on SAHPRA organogram

The employer issued a communication in April 2019, informing employees of the new organogram and the key aspect that many more posts were to be created than existed in the past. The additional posts were primarily in support services such as Human Resource, Information Technology, Supply Chain Management, Finance, etc. The employer tabled a proposal in the interim Workplace Forum on 3 June 2019, referred to as the internal voluntary placement process, where employees were to be afforded an opportunity to indicate three choices for placement in new jobs. If the employee selected a post that was on the same salary level, there would be no interview but merely a lateral transfer. If the employee selected a post on a higher salary level, it would require an interview. Labour took the proposal to members and following a meeting on 11 June members asked that the placement process be put on hold until the matching and placement criteria were agreed to. The populated new organogram was also requested in the interest of transparency and fairness so that employees could identify where they were absorbed and where the posts were that they would be applying for.

The employer did not comply and instead went ahead with the process and since it was voluntary, employees started participating. The PSA's concerns and demands on various occasions were ignored. In November, the PSA became aware that the employer is issuing placement letters, indicating that the voluntary placement was per resolution of the Labour Forum. In a Forum meeting on 15 November, the PSA again tried to stop the process and demanded that the employer must retract the placement letters. The employer requested that the Forum should consider condoning the first phase purely because employees have been issued with appointment letters and retracting would pose a major risk of litigation and chaos in the organisation. The PSA did not condone the process but indicated that if it could not be stopped, the employer should at least issue new letters where the reference to the Labour Forum resolution is removed.

On 19 November, another Forum meeting took place where the employer tabled a single position paper, incorporating three phases and asked for labour to endorse this. As Phase 1 relates to the voluntary placement process, the PSA could not endorse it. At this stage, the focus will therefore only be on Phase 2 (promotional phase) and applies to instances where an employee applies for a position on a higher salary level subject to the following:

- An employee will be free to apply for any position that will affect promotion and must identify the relevant position in the organogram and submit a request to be placed in such a position.

- An employee will have a choice of making three applications to three positions in order of preference.
- An employee must have qualifications relevant to the position applied for and the relevant manager will determine if such qualifications are suitable and relevant for the position applied for.
- An employee's previous experience, including recognition of prior learning, will be considered in cases where an employee does not have a relevant qualification.

Shortlisted applicants will be interviewed, and labour demanded to be allowed observer status at interviews. The PSA will again request that the populated organogram be provided to allow members to identify positions, but it is anticipated that it will be subject to the finalisation of Phase 1. In addition, it is recommended that members should request to be provided with the key performance areas for posts that are applied for.

The PSA has already indicated that any decisions emanating from Phase 3 must not be taken unilaterally and first be consulted with labour. **Even though the PSA objected to the timeframe, labour has until 29 November 2019 to either endorse or reject Phase 2. Members' response to the matter is therefore urgently required and may be directed to Ms J van der Merwe at jenny.vdmerwe@psa.co.za on or before 29 November 2019.**

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GENERAL MANAGER