TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

ACCOMMODATION OF THE SALARY POSITION OF FORMER DIRECTORS AND HIGHER WHO WERE ABSORBED IN JOBS (POSITIONS) OF DEPUTY DIRECTOR OR LOWER

1. Pursuant to the amalgamation of the former 11 Public Services in 1994, the situation has arisen that, according to integrated management plans, not all personnel in the Departments could be accommodated in posts with the same rank and/or grading. This was specifically acute with the absorption of personnel with the ranks of Director and higher in the former Management Echelon. Certain Directors and higher were offered Deputy Director positions on the amalgamated and approved establishments of the rationalised national and provincial departments with retention of their salary notches as Director and higher on a personal basis, but with the awarding of the rank and grading (salary range) of a Deputy Director.

2. This Department has received numerous enquiries how should the salary positions of such Deputy Directors or lower ranks be dealt with, taking into consideration that the majority of such Deputy Directors or lower ranks did not receive any annual (general) adjustments since 1 July 1997.

3. In order to address the enquiries in a holistic manner, the Minister for the Public Service and Administration has determined the following framework in terms of which the personal salary notches of Deputy Directors or lower ranks (former Directors and higher) should be translated appropriately to the grading attached to their current job:
(a) This framework is applicable to former Directors and higher (salary levels 13 to 16) who were absorbed in positions of Deputy Director (or equivalent) or lower, with retention of their salary notches on a personal basis, but with the awarding of the grading applicable to the lower rank.

(b) When the person’s personal salary notch is equal or lower than the minimum of the grading (salary range) attached to his/her job after an annual general adjustment to the grading, the affected person must with effect from the date of the annual general adjustment be translated to the appropriate minimum salary notch of such grading.

(c) If an affected person cannot be translated yet in terms of paragraph (b) above, he/she must retain the personal salary notch.

(d) In cases where the affected persons are still participating in the former Motor Finance Scheme (MFS) for Senior Officials (if applicable) on translation in terms of paragraph (b), they must retain the “protection” until expiry of the term for their existing vehicle.

(e) If a case cannot be addressed in terms of this framework, it must be submitted to this Department.

4. Application of the this framework has the effect that the salary position of certain affected personnel will have to be addressed with effect from a retrospective date (i.e. 1 July 2000). Any expenditure will therefore have to be defrayed from department budgets.