



**DEPARTMENT: PUBLIC SERVICE AND ADMINISTRATION
REPUBLIC OF SOUTH AFRICA**

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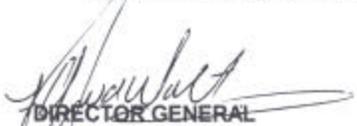
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23 November 2004

TO HEADS OF DEPARTMENTS/PROVINCIAL ADMINISTRATIONS

FINANCIAL MANUAL: REMUNERATIVE ALLOWANCES AND BENEFITS

1. Subsequent to the general salary adjustment of 6.2%, the Minister for the Department of Public Service and Administration approved the adjustments to the relevant paragraphs of the attached Financial Manual. The adjustments are effective from 1 July 2004.
2. To ensure that there is uniformity in the Public Service in calculating the additional pay for ordinary work performed on a Public Holiday, the Minister for the Department of Public Service and Administration approved the issuing of a determination, as contained in paragraph 19 of the Financial Manual, prescribing the formula to be applied in this regard.
3. The revised Financial Manual is also available on the DPSA web site address at <http://www.dpsa.gov.za/Remuneration/RemunerationDocuments>


DIRECTOR GENERAL

DATE: 23/11/2004.



FINANCIAL MANUAL

**For Purposes Of The Calculation And Application Of
Allowances And Benefits**



(WITH EFFECT FROM 1 JULY 2004)

Issued by the Minister for Public Service and Administration



INTRODUCTION

The Minister for Public Service and Administration has in terms of section 3 (3) (c) of the Public Service Act, 1994, as amended, determined the formulas and/or allowances contained in this Financial Manual to give effect to payment of allowances and benefits due to eligible employees.



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1. **SERVICE BONUS** (*Resolution 3/99 Part I and Resolution 7/2000 Part 11*)

1.1. The service bonus of an employee should be calculated as follows:

$$\text{Amount of the service bonus} = \frac{A}{365} \times B - \left[\frac{C}{365} \times B + \frac{D}{E} \times \frac{B}{365} \right]$$

where-

- A** represents the following service period (in days and not more than 365 days), as the case may be -
- ▶ the service period of 12 months ending on the last day of the month that precedes the month in which the service bonus pay date for the employee concerned falls; or
 - ▶ the period which elapsed from the date of the (latest) appointment of the employee concerned up to the last day of the month preceding the month in which his or her service bonus pay date falls, if he or she had not been employed for the full period of 12 months as mentioned above;
- B** represents the following amount, namely -
- ▶ 100% of the gross basic salary (excluding any allowance, irrespective of whether it is pensionable or not) of the employee for the month in which his or her service bonus pay date falls, if he or she is a member of a pension fund; or
 - ▶ the gross basic salary (excluding any allowance, irrespective of whether it is pensionable or not) of the employee for the month in which his or her service bonus pay date falls if he or she does not qualify for membership of a pension fund;
- C** represents the number of days, if any, in respect of which the person concerned, during the appropriate period represented by factor A above, received no salary as a result of -
- ▶ vacation and/or special leave without pay granted to him or her; and/or
 - ▶ unauthorised absences from service recorded as vacation leave without pay; and/or
 - ▶ his or her having been suspended from his or her duties without emoluments in terms of the applicable



employment legislation that he or she was appointed;
and/or

- ▶ payment of his or her salary having been entirely suspended on the grounds of an offence, which he or she committed while carrying out military service; and

- D represents the number of working hours, if any, in respect of which the person concerned during the appropriate period represented by factor A above, received no salary because of unauthorised absences from duty which is recorded as pro rata vacation leave without pay; and
- E represents the minimum number of working hours, which the employee concerned must work per day.

1.2. The pro rata service bonus should be calculated according to the following formula:

$$\text{Amount of the service bonus} = \frac{A}{365} \times B - \left[\frac{C}{365} \times B \right] + \left(\frac{D}{E} \times \frac{B}{365} \right)$$

Where

A represents the period (in days) extending from the first day of the month in which his or her last service bonus pay date fell (or from the date of appointment in the case of death if the deceased was not paid a service bonus previously), up to his or her last day of service.

B to E represents the same as depicted in 1.1 above with the exception that where reference is made to the month in which his/her service bonus pay date falls, it should be replaced by the month his/her services terminate.

2. **LEAVE PAYOUTS** (*Resolution 7/2000 Part 7 and Resolution 5 of 2001 Part 7*)

Please refer to the *Directive on Leave of Absence in the Public Service*, issued under cover of circular 1/6/2/P dated 13 November 2003 and Chapter 3 of the *SMS Handbook* for the applicable formulas.

3. **HOUSING ALLOWANCE** (*Resolution 2 of 2004 Paragraph 7*)

Please refer to the *Interim Determination on Housing*, issued under cover of circular 1 of 2004 for the value of the housing allowance. The Minister for Public Service and Administration will issue a final determination on housing in due course.



4. **OVERTIME REMUNERATION** (*Resolution 3/99 Part VII*)

4.1. Overtime rates for Sundays and during the night (20:00 and 06:00) are calculated according to the following formula:

$$2 \times T$$

4.2. Overtime rates at other times as those mentioned in par.5.1 above, are calculated according to the following formula:

$$\frac{4}{3} \times T$$

4.3. T is calculated as follows:

$$T = \frac{A}{365} \times \frac{7}{B} \times 1$$

Where

A is equal to the smallest of the salary notch of the person concerned or if the overtime duty is performed on a working level lower than the normal working level of the individual concerned, the maximum salary notch of the salary grading attached to the post class that is representative of the lower working level.

B is equal to the weekly number of hours of attendance prescribed for the employee

5. **STANDBY ALLOWANCE** (*Resolution 3/99 Part VIII*)

R29.65 p.d. (With effect from 1 July 2004)

6. **DANGER ALLOWANCE** (*Resolution 3/99 Part IX*)

The basic principle for the calculation of the Danger Allowances in daily terms regarding paragraphs 7 and 8 of Resolution 3/99 Part IX, is as follows:

$$\frac{\text{Annual Tariff}}{365}$$

Example: $\frac{R\ 200 \times 12}{365} = R\ 6,58\ \text{p.d.}$

7. **TRANSPORT BETWEEN RESIDENCE AND WORK** (*Resolution 3/99 Part X*)

Employees who on a monthly basis use government transport on less than half of the working days per month, because they only travel in one direction daily, working shifts or do not frequently use the said transport for specific reasons, pay only half the applicable tariffs. The percentage utilisation in the circumstances referred to above is calculated as follows:



Number of single trips ★ travelled in the relevant month X 100

Number of workdays ★ in the relevant month X 2

★ = the number of trips/workdays or a ratio based on the average number of single trips normally travelled per month according to the department and the average number of days normally worked per month.

For a full explanation on how the tariffs for transport between residence and work should be calculated, please refer to Annexure D.

8. **ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC**
(Public Service Regulation Chapter 1/Part V/E.2)

The expenditure on accommodation and the special allowance indicated in **Annexure A** may be refunded to an employee while on official journey outside the Republic. It must be noted that the amounts mentioned in the Annexure are maximum amounts. It will therefore be advisable to have a departmental policy on the payment of reduced amounts, if any when such expenses are paid from donor funds or by a sponsor or a host or when payment of the maximum is not justified.

9. **SEPARATION ALLOWANCE** (Resolution 3/99 Part XIV)

9.1. R 24.65 p.d. (with effect from 1 July 2004) for a person who lives with a spouse and/or dependants.

9.2. R 17.30 p.d. (with effect from 1 July 2004) for a person who does not live with a spouse and/or dependants.

10. **ALLOWANCES FOR PERSONNEL SERVING EXECUTING AUTHORITIES**
(Resolution 3/99 Part XIX)

Although only one agreement applies to various occupational dispensations, only maximum allowances payable are indicated in the agreement. Lower amounts should be paid to the categories below only for the period that the incumbent is designated in such post and conducting the duties typical to such post:

10.1. **Role Playing Posts**

10.1.1. Chief Director, Director, Administrative Secretary, Appointments Secretary/Private Secretary, Assistant Appointments and Administrative Secretary: Presidency and Deputy President's Offices

R 3,135.00 p.m. personal non-pensionable allowance. (With effect from 1 July 2004)

R 3,670.00* single clothing grant (once-off payment) (With effect from 1 July 2004)

* Please note that this is a once-off payment only and not an annual payment. (Paragraph 4.11.4(a) in the **Determination** on the Collective Agreement XIX - Annexure E - should also be consulted in this regard).



10.1.2. Chief of Staff of the Ministry: Chief Director/Director, Administrative Secretary, Media Liaison Officer, Parliamentary Officer, Appointments Secretary/Private Secretary, Assistant Appointments and Administrative Secretary: Ministers/Premiers/Head of Royal Family of the Zulu nation and Aide De Camp of the President

Head: Director/Deputy-director, Media Liaison Officer/Parliamentary Officer, Appointments Secretary : Deputy Ministers and Members of the Executive Council,

R 2,885.00 p.m. personal non-pensionable allowance (With effect from 1 July 2004)

R 3,670.00* single clothing grant (once-off payment) (With effect from 1 July 2004)

10.1.3. Driver/Messenger: President/Deputy President/Minister/Premier/Deputy Minister/Member of the Executive Council/Head of Royal Family of the Zulu nation.

(a) #R 2,873.00 p.m. personal non-pensionable allowance (With effect from 1 July 2004)

- (i) The allowance is suspended during periods of continuous authorised and unauthorised absence.
- (ii) During the absence of political office bearer, the allowance is reduced by R 355 per month.
- (iii) During the absence of the political office bearer when the driver renders normal departmental duties for periods of more than 30 days, the allowance is suspended.
- (iv) When a relief driver or an additional driver is provided for longer than 30 days, a non-pensionable allowance of R 355 per month is payable.
- (v) When a relief driver is a member of the services, a non-pensionable allowance of R 355 per month is paid in addition to possible overtime worked.
- (vi) When a member of the services is provided as an additional driver, a non-pensionable allowance of R 355 per month is paid in addition to possible overtime worked.
- (vii) The following pro rata allowances will apply in respect of incomplete months referred to above:
 - R 94,45 per day for (i) and (iii) above .

[#] See the relevant Note at paragraph 4.11.2 of the [Determination](#) on the Collective Agreement XIX - Annexure E



- R 82,13 per day when a reduced allowance is payable and R 94,45 per day for the full allowance in (ii) above.
- R 12,33 per day in the case of (iv), (v) and (vi) above.

(b) R 2,110 per annum clothing grant (With effect from 1 July 2004.) See note at paragraph 4.11.4.(b) of the Determination (attached) on Collective Agreement XIX.

NOTE:

A clear distinction should be made between:-

- the driver/messenger who is responsible to perform driver duties for political office bearers (therefore the transport of these persons) indicated in paragraph 10.1.3 of the Financial Manual (who normally are members of the National Protection Unit of the SAPS and who are responsible for protection and security service to political office bearers) and who previously qualified for the payment of allowances indicated in paragraph 10.1.3 of the Financial Manual; and
- the driver/messenger who originally was the messenger in the office of the political office bearer responsible for messenger duties (and who did not qualify for the payment of any allowances indicated in paragraph 10.1.3) and who can now also perform driving duties. A code 08 driver's licence will be an appointment requirement. These personnel now qualify for the allowance payable in paragraph 10.2 of this Financial Manual.

10.2. Driver/Messenger

R660 p.m. non-pensionable allowance (With effect from 1 July 2004.)

10.3. Registry Clerk

R 660.00 p.m. non-pensionable allowance (With effect from 1 July 2004)

10.4. Secretary/Receptionist

R 660.00 p.m. non-pensionable allowance (With effect from 1 July 2004)

10.5. Household Manager

10.5.1. Non-pensionable allowance to persons in the post class: Household Manager: Premier's Residence I and II

#R 2,310.00 p.m. (With effect from 1 July 2004)



10.5.2. Non-pensionable allowance to persons in the post class: Household Personnel of the President

The allowance is payable at following tariffs to the following personnel of the President/Deputy President who render a 24 hour service and must stay at the relative official residences:

Post Class	Allowance per month
Controller: Households	R 1,300
Household Manager	R 1,100
Deputy Household Manager	R 900
Assistant Household Manager	R 750

As the calculation of the above allowances is not based on the same formula as the allowance in paragraph 10.5.1, they do not adjust on the same basis!

See the relevant Note at paragraph 4.11.2 of the Determination on the Collective Agreement XIX.

10.6. **Household Worker**

Non-pensionable allowance payable to Household personnel of the President

An allowance of R 550 p.m. is payable to the following personnel of the President and Deputy President who render a 24-hour service and must stay in the relevant official residences:

- (a) Housekeeping Supervisor
- (b) Senior Housekeeping Supervisor
- (c) Principal Housekeeping Supervisor

10.7. **Manager: Guest House**

R 225 p.m. non-pensionable clothing allowance (With effect from 1 July 2004)

NOTE: Allowances payable are, *inter alia*, dealt with in the Determination on personnel serving executing authorities (Part XIX of Resolution 3/99 – Annexure E) and should be read with this Financial Manual.



11. **SESSIONAL ASSISTANCE** (*Resolution 3/99 Part XX*)

11.1. Paragraph 3.1 of Resolution 3/99 Part XX: The sessional allowance shall equal-

11.1.1. R 89.50 per day (@ with effect from 1 April 2004) for an employee who has a spouse and/or dependants, or

11.1.2. R 57.50 per day (@ with effect from 1 April 2004) for an employee who does not have a spouse or dependants.

@ The discrimination in the payment of these allowances between ministerial and all other sessional personnel in the former Special PAS for Sessional Officials, lapsed with effect from 1 July 1999.

11.2. Paragraph 6.1 (b) of Resolution 3/99 Part XX: For each day on which an employee receives a sessional allowance, the employer shall pay her/him R 9.00 per day (with effect from 1 April 2004) for each eligible child.

11.3. The hotel accommodation at table 1 of the said Resolution should read as follows: (These tariffs adjusted with effect from 1 April 2004)

“The amount over R 1 453.00 per month for a married employee, and R1 112.00 per month for a single employee, resulting from: ...

4 A maximum amount for meals of:

- R 1 530 for the employee and/or a dependant aged over 10 years; and
- R 769 for a dependant aged under 10 years.”

12. **SPECIAL RECRUITMENT ALLOWANCE FOR SELECTED HEALTH PERSONNEL** (*Resolution 3/99 Part XXI*)

As per agreement. See also the list of hospitals at **Annexure B**.

13. **CRYPTOGRAPHIC ALLOWANCE** (*Resolution 3/99 Part XXV*)

6,5% of the minimum salary at level 7, rounded to the nearest round amount divisible by 3. The per annum amount divided by 12 provides the monthly tariff.

$$6,5\% \times R 89,805 = \frac{R5,838 \text{ p.a.}}{12} = R486.50 \text{ p.m.} \quad (\text{With effect from 1 July 2004})$$

14. **THE ANTARCTIC AND GOUGH AND MARION ISLANDS** (*Resolution 3/99 Part XXVII*)

14.1. Paragraph 2.3 of Resolution 3/99 Part XXVII= R 9 992 per annum with effect from 1 July 2004). The allowance at paragraph 3.2 (a) is payable from the



date which the ship concerned leaves Cape Town until the date (included) on which it returns to Cape Town (all bases).

14.2. Paragraph 3.2 (b) = R 2 418 (With effect from 1 July 2004.)

14.3. Paragraph 3.2 (c), (e) and (f) = R 1 939 (With effect from 1 July 2004.)

14.4. Paragraph 3.2 (d) = R 977 (With effect from 1 July 2004.)

15. **RECOGNITION OF LONG SERVICE** (*Resolution 3/99 Part XXVIII and Resolution 6 of 2003*)

Please refer to the *Directive on Long Service Recognition in the Public Service (Levels 1 – 12)* issued under cover of circular 1/16/6 dated 22 September 2003 and Chapter 3 of the *SMS Handbook* for the applicable formulas .

16. **GRADING AND REMUNERATION** (*Resolution 3/99 Part XXXVI*)

Refer to Public Service Regulation Part V/C.8 and **Annexure C** for the rates for casual employees.

17. **RESETTLEMENT EXPENDITURE: NEW SCHOOL BOOKS, UNIFORMS AND RELATED COSTS** (*Resolution 3/99 Part XV*)

For purposes of paragraph 3.6 (a) of PSCBC Res. 3 of 1999 the once-off amount amounts to R 990.00 per child, with effect from 1 October 2004.

18. **SUBSISTENCE AND CAMPING ALLOWANCE** (*Resolution 3/99 Part XII and XIII*)

TYPE OF ALLOWANCE	MAXIMUM ALLOWANCE W.E.F. 1 APRIL 2004
Special daily allowance to compensate for incidental expenses where actual expenses are claimed	R 59.50
Fixed daily subsistence allowance payable in circumstances where actual expenses are not claimed	R 194.50
Daily allowance payable to camping personnel	R 72.00

19. **COMPENSATION FOR SHIFT WORKERS ON PUBLIC HOLIDAYS** (*The Public Holidays Act, read with sec. 18 of the BCEA*)

19.1. An employee who ordinarily works on a Public Holiday is in terms of the Public Holidays Act, read with sec. 18 of the BCEA eligible to at least double his/her daily wage for work performed on such a Public Holiday. The category of staff concerned is shift workers who in terms of their shift rosters have to perform their ordinary work on a Public Holiday.



19.2. The additional pay due to the above-mentioned employees should be calculated according to the following formula:

$$\frac{A}{365} \times B$$

Where -

A is equal to the basic salary notch per annum of the employee concerned.

B is equal to the number of Public Holidays the employee ordinarily worked in a month.



ANNEXURE A

**ACCOMMODATION ON OFFICIAL JOURNEYS
OUTSIDE THE REPUBLIC OF SOUTH AFRICA**



ANNEXURE A

ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC

1. When expenditure on accommodation is wholly met from public funds

1.1. In the case of –

Country	Head of Departments Mentioned in the first Schedule of the Public Service Act, 1994 or Officers or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other officer or employees
	Accommodation expenses, dry cleaning and laundering; plus the following maximum special daily allowance to compensate an employee for meals and incidental expenses	Accommodation expenses, dry cleaning and laundering; plus the following maximum special daily allowance to compensate an employee for meals and incidental expenses
Albania	90 Euro	69 Euro
Algeria	111 US Dollar	83 US Dollar
Angola	186 US Dollar	141 US Dollar
Argentina	186 US Dollar	141 US Dollar
Armenia	100 US Dollar	75 US Dollar
Austria	93 Euro	70 Euro
Australia	171 A Dollar	129 A Dollar
Azerbaijan	139 US Dollar	105 US Dollar
Bahamas	165 US Dollar	124 US Dollar
Bahrain	95 US Dollar	72 US Dollar
Bangladesh	111 US Dollar	84 US Dollar
Belarus	49 US Dollar	37 US Dollar
Belgium	116 Euro	87 Euro
Benin	57Euro	43 Euro
Bolivia	82 US Dollar	62 US Dollar
Bosnia -Herzegovina	107 Euro	81 Euro
Botswana	226 Pula	171 Pula
Brazil	148 US Dollar	112 US Dollar
Brunei Darussalam	112 US Dollar	85 US Dollar
Bulgaria	84 Euro	63 Euro
Burkina Faso	49 Euro	37 Euro
Burundi	54 US Dollar	41 US Dollar



Cambodia	77 US Dollar	58 US Dollar
Cameroon	92 Euro	69 Euro
Canada	127 C Dollar	96 C Dollar
Cape Verde Islands	3637Verde Escudo	2743Verde Escudo
Central African Republic	81 Euro	61 Euro
Chad	81 Euro	61 Euro
Chile	108 US Dollar	80 US Dollar
Colombia	91 US Dollar	69 US Dollar
Comoro Island	93 Euro	71 Euro
Costa Rica	88 US Dollar	66 US Dollar
Croatia	115 US Dollar	87 US Dollar
Cuba	159 US Dollar	120 US Dollar
Cyprus	130 US Dollar	98 US Dollar
Czech Republic	163 Euro	123 Euro
Democratic Republic of Congo	149 Euro	113 Euro
Denmark	1068 Krona	805 Krona
Djibouti	118 US Dollar	89 US Dollar
Dominican Republic	58 US Dollar	44 US Dollar
Ecuador	73 US Dollar	55 US Dollar
Egypt	64 US Dollar	48 US Dollar
El Salvador	68 US Dollar	51 US Dollar
Eritrea	29 US Dollar	22 US Dollar
Estonia	58 Euro	44 Euro
Ethiopia	92 US Dollar	70 US Dollar
Equador	105 US Dollar	79 US Dollar
Equatorial Guinea	81 Euro	61 Euro
Finland	132 Euro	100 Euro
France	143 Euro	108 Euro
Gabon	94 Euro	71 Euro
Georgia	86 US Dollar	65 US Dollar
Germany	108 Euro	81 Euro
Ghana	95 US Dollar	72 US Dollar
Greece	128 US Dollar	97 US Dollar
Grenada	100 US Dollar	75 US Dollar
Guatemala	56 US Dollar	42 US Dollar
Guinee	74 Euro	56 Euro
Guinee Bissau	39 Euro	30 Euro
Guyana	64 US Dollar	49 US Dollar
Haiti	99 US Dollar	75 US Dollar
Hong Kong	1421 HK Dollar	1071 HK Dollar
Hungary	100 US Dollar	75 US Dollar
Iceland	11 605 ISK	8752 ISK



India	112 US Dollar	84 US Dollar
Indonesia	50 US Dollar	37 US Dollar
Iran	67 US Dollar	50 US Dollar
Iraq	127 US Dollar	95 US Dollar
Israel	100 US Dollar	75 US Dollar
Italy	164 Euro	124 Euro
Ivory Coast	73 Euro	55 Euro
Jamaica	137 US Dollar	104 US dollar
Japan	22708 Yen	17124 Yen
Jordan	78 US Dollar	59 US Dollar
Kazakhstan	190 US Dollar	143 US Dollar
Kenya	116 US Dollar	87 US Dollar
Korea	189954 WON	143244 WON
Kuwait	123 US Dollar	93 US Dollar
Kyrgyzstan	133 US Dollar	100 US Dollar
Laos	91 US Dollar	68 US Dollar
Latvia	108 Euro	81 Euro
Lesotho	235 Maloti	177 Maloti
Libya	145 US Dollar	110 US Dollar
Lithuania	66 Euro	50 Euro
Macau	722 HK Dollar	545 HK Dollar
Macedonia	54 US Dollar	41 US Dollar
Madagascar	69 Euro	52 Euro
Madeira*	161 Dollar	121 Dollar
Malawi	55 US Dollar	41 US Dollar
Malaysia	234 Malaysia Dollar	177 Malaysia Dollar
Maldives	184 US Dollar	139 US Dollar
Mali	54 Euro	41 Euro
Malta	151 DEM	114 DEM
Mauritania	82 Euro	62 Euro
Mauritius	1517 Rupee	1144 Rupee
Mexico	89 US Dollar	67 US Dollar
Moldova	58 US Dollar	44 US Dollar
Mongolia	63 US Dollar	47 US Dollar
Morocco	1326 Dirhams	1000 Dirhams
Mozambique	83 US Dollar	62 US Dollar
Myanmar (Burma)	60 US Dollar	45 US Dollar
Namibia	251 N Dollar	189 N Dollar
Nepal	92 US Dollar	69 US Dollar
Netherlands	119 Euro	90 Euro
New Zealand	123 NZ Dollar	92 NZ Dollar

* The allowances for Madeira are also applicable to Portugal



Nicaragua	83 US Dollar	62 US Dollar
Niger	48 Euro	36 Euro
Nigeria	96 US Dollar	72 US Dollar
Norway	1169 N Krona	881 N Krona
Oman	89 Rial Omani	67 Rial Omani
Pakistan	52 US Dollar	39 US Dollar ¹
Panama	96 US Dollar	72 US Dollar
Papa New Guinea	114 Singapore Dollar	86 Singapore Dollar
Paraguay	80 US Dollar	61 US Dollar
People's Republic of China	947 HK Dollar	714 HK Dollar
Peru	117 US Dollar	88 US Dollar
Philippines	111 US Dollar	84 US Dollar
Poland	118 Euro	89 Euro
Portugal *	161 US Dollar	121 US Dollar
Qatar	541 Rial Qatari	408 Rial Qatari
Republic of Congo	128 Euro	96 Euro
Republic of Ireland	98 Euro	74 Euro
Réunion	149 Euro	113 Euro
Rumania	127 Euro	96 Euro
Rwanda	75 US Dollar	57 US Dollar
Sao Tome	105 Euro	79 Euro
Saudi-Arabia	513 Riyal	387 Riyal
Senegal	87 Euro	66 Euro
Seychelles	574 Rupee	433 Rupee
Singapore	258 Singapore Dollar	194 Singapore Dollar
Slovakia	163 Euro	123 Euro
Slovenia	100 Euro	75 Euro
Spain	108 Euro	82 Euro
Sri Lanka	87 US Dollar	65 US Dollar
St Lucia	184 US Dollar	139 US Dollar
St Kitts & Nevis	126 US Dollar	95 US Dollar
St Vincent & The Grenadines	92 US Dollar	69 US Dollar
Sudan	76 US Dollar	58 US Dollar
Suriname	84 US Dollar	64 US Dollar
Swaziland	231 Rand	174 Rand
Sweden	839 Krona	633 Krona
Switzerland	282 S Franc	212 S Franc
Syria	87 US Dollar	66 US Dollar
Taiwan	5200 NT Dollar	3922 NT Dollar

* The allowances for Portugal are also applicable to Madeira



Tanzania	92 US Dollar	69 US Dollar
Thailand	2661 Baht	2007 Baht
Togo	57 Euro	43 Euro
Trinidad & Tobago	168 US Dollar	127 US Dollar
Tunisia	82 Dinar	62 Dinar
Turkey	119 US Dollar	90 US Dollar
Turkmenistan	88 USA Dollar	67 USA Dollar
Uganda	95 US Dollar	71 US Dollar
Ukraine	148 Euro	111 Euro
United Arab Emirates	465 Dirhams	350 Dirhams
United Kingdom	85 B £	64 B £
Uruguay	148 US Dollar	112 US Dollar
USA	165 US Dollar	124 US Dollar
USSR	170 Euro	128 Euro
Uzbekistan	131 US Dollar	99 US Dollar
Venezuela	154 US Dollar	116 US Dollar
Vietnam	69 US Dollar	52 US Dollar
Yemen	85 US Dollar	64 US Dollar
Yugoslavia	107 Euro	81 Euro
Zambia	79 US Dollar	60 US Dollar
Zimbabwe	45 US Dollar	34 US Dollar

1.2. All other countries

Head of Departments Mentioned in the first Schedule of the Public Service Act, 1994 or Officers or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other officer or employees
Accommodation expenses, dry cleaning and laundering PLUS Costs of 3 meals per day PLUS	Accommodation expenses, dry cleaning and laundering; PLUS Costs of 3 meals per day PLUS
Special daily allowance to defray expenses not provided for specifically, at the exchange rate prevailing on 1 February 1998. R42,00	Special daily allowance to defray expenses not provided for specifically, at the exchange rate prevailing on 1 February 1998. R27,00



Note:

The DPSA is currently working in conjunction with the Department of Foreign Affairs on the revision of the above special daily allowances as well as the adjustment of the exchange rate that prevailed on 1 February 1998.



ANNEXURE B

**SPECIAL RECRUITMENT ALLOWANCES FOR
SELECTED HEALTH PERSONNEL:
IDENTIFICATION OF INSTITUTIONS AND
REGIONS**

**Special Recruitment Allowances For Selected Health Personnel**

HOSPITAL	TOWN/CITY
All Saints	Engcobo
Applebosch	Ozwatini
Bambisana	Lusikisiki
Barkly East (SAMS)	Barkly East
Barkly West	Barkly West
Bedford Provincial	Bedford
Benedictine	Nongoma
Bethesda	Ubombo
Bill Pickard	Prieska
Bloemhof Provincial	Bloemhof
Blouberg	Bochum
Botshabelo	Botshabelo
Butterworth	Butterworth
Cala	Cala
Canzibe	Ngqeleni
Cathcart	Cathcart
Catherine Booth	Amatikulu
Ceza / Thulasizwe	Mahlabatini
Charles Johnson Memorial	Nqutu
Christ the King	Ixopo
Christiana Provincial	Christiana
Church of Scotland	Tugela Ferry
Citrusdal	Citrusdal
Cloete Joubert	Barkly East
Cofimvaba	Cofimvaba
Delareyville	Delareyville
Derdepoort	Derdepoort
Dr C N Phatudi	Naphuno
Dr M Mphahlele Memorial	Groothoek
Duiwelskloof	Duiwelskloof
Dukuduku (SAMS)	Mtubamtuba
Ekombe	Kranskop
Elim	Elim
Elizabeth Ross	Witsieshoek
Elliot	Elliot
Elliot (SAMS)	Elliot
Ellisras Provincial	Ellisras
Elsie Ballot Provincial	Amersfoort
Embhuleni	Eerstehoek



Emmaus	Winterton
Empilisweni	Sterkspruit
Evuxakeni	Giyani
Ezibeleni	Ezibeleni
Fritz Visser	Noupoort
Ganyesa	Ganyesa
Gelukspan	Radithuso
George Masebe	Suswe
George Stegmann	Soutspoort
Glen Grey Greenville	Lady Frere Bizana
Helene Franz	Bochum
Hester Malan	Douglas
Hlabisa	Hlabisa
Hoedspruit (SAMS)	Hoedspruit
Holy Cross	Holy Cross Mission
Hoopstad	Hoopstad
H A Grove	Belfast
H C Boshoff	Sekhukhune
Indwe (SAMS)	Indwe
Isilimela	Port St Johns
Itshelejuba	Piet Retief
Jagersfontein	Jagersfontein
Jane Furse Memorial	Nebo
Josini (SAMS)	Josini
Jubilee	Hammanskraal
J D Verster	Koster
Kakamas (Ouma Cillie)	Kakamas
Kgapane	Ga-Kgapane
Kwa Mashu Polyclinic	Kwa Mashu
Kwamhlanga Community Langebaan (SAMS)	Kwamhlanga Langebaan
Langebaanweg (SAMS)	Langebaanweg
Lehurutshe	Lehurutshe
Letaba	Letaba
Lohatla (SAMS) Madwaleni	Postmasburg Elliotdale
Malamulele	Malamulele
Manapo	Witsieshoek
Manguzi	Kwangwanase
Mankweng	Sovenga
Maphutalmatji	Namakgale
Mapulaneng	Bosbokrand
Mary Therese	Mt Frere
Matikwana	Mkhuhlu
Matlala	Tsimanyane
Mbongolwane	Ntumeni
Mjanyana	Mjanyana



Mmametlhake	Skilpadfontein
Mt Ayliff	Mt Ayliff
Mogwase	Mogwase
Mokopane	Potgietersrus
Molteno (SAMS)	Molteno
Montebello	Dalton
Moreteleletsi	Boshoek
Maroka	Selosesha
Mosvold	Ingwavuma
Mseleni	Mkuze
Nelspoort Training and Rehabilitation	Nelspoort
Nessie Knight	Qumbo
Niemeyer Memorial	Utrecht
Nkandla	Nkandla
Nkhensani	Giyani
Nkonjeni / St Francis	Mahlabatini
Nkqubele Chest	Greenfields
Nompumeldo	Peddie
Phalaborwa	Phalaborwa
Phalaborwa (SAMS)	Phalaborwa
Philadelphia	Dennilton
Pomfret (SAMS)	Pomfret
Postmasburg	Postmasburg
Reivillo	Reivillo
Rietvlei	Stafford's Post
R J Kempen Memorial	Victoria West
Sabie	Sabie
Saldanha (SAMS)	Saldanha
Sannieshof Provincial	Sannieshof
Sekeroro	Trichardsdal
Seshego	Seshego
Shiluvana	Ritavi
Shongwe Mission	Shongwe
Siloam	Nzhelele
Supetu	Mt Frere
Smithfield	Smithfield
Steynsburg	Steynsburg
St Andrews	Harding
St Apollinaris	Creighton
St Barnabas	Libode
St Elizabeth's	Lusikisiki
St Lucy's	Tsolo
St Margeret's	Umzimkulu
St Rita's	Glen Cowie
Sutherland	Sutherland
S S Gida	Keiskammahoek
Taung	Taung
Taylor Bequest	Mt Fletcher



ThabaNchu/Botshabelo (SAMS)	ThabaNchu/Botshabelo
Thafalofefe	Butterworth
Themba (Inc Bongani)	Nsikazi
Thusong	Iksoseng
Tintswalo	Acornhoek
Tshwaragano	Kuruman
Umlamli	Sterkspruit
Umpumulo	Mapumulo
Umzimkulu	Umzimkulu
Untunjambili	Kranskop
Van Rooyen	Garies
Victoria	Alice
Vredenburg	Vredenburg
Waterval Boven	Waterval Boven
W F Knobel	Lonsdale
Zitulele	Mqanduli

Note:

- This special recruitment allowance is payable to members (medical doctors and specialists, dentists and medical/dental superintendents) appointed in terms of the Defence Act, 2002, unless a revised allowance is negotiated in the Military Bargaining Council and the Minister for the Public Service and Administration has made an appropriate determination.

- This special recruitment allowance has been repealed, effective from 1 July 2003, by Public Health & Welfare Sector Bargaining Council (PHWSBC) Resolution 2 of 2004 in respect of those Public Service Act employees (medical doctors and specialists, dentists and medical/dental superintendents) who fall within the scope of the said Resolution, as contained in DPSA letter 1/7/1/4/1, dated 24 February 2004.



ANNEXURE C

**RATES FOR CASUAL WORKERS WHICH
CANNOT BE LINKED TO SPECIFIC
OCCUPATIONAL CLASSES**



ANNEXURE C

RATES FOR CASUAL WORKERS WHICH CANNOT BE LINKED TO SPECIFIC OCCUPATIONAL CLASSES: ALLOWANCES ADJUSTED WITH EFFECT FROM 1 JULY 2004

ITEM	NATURE OF DUTIES	DEPARTMENT/ PROV. ADMIN	TARIFF
1.	CASUAL TUTORS/ INSTRUCTORS/ EXAMINERS		
1.1	Casual Lecturer for tuition of foreign languages with the aid of a language laboratory.	All	R46.77 p.h.
1.2	Casual Tutor for tuition in RSA's official languages	SANDF	Minimum tariff R37.55 p.h. Maximum tariff R46.77 p.h.
1.3	Casual Instructor	SANDF	R69.36 p.h.
1.4	Casual Tutor	All Depts Excl Dept of Education	Minimum tariff R166.47 p.h. Maximum tariff R207.78 p.h.
1.5	Casual Tutor	Department of Education	Minimum tariff R25.22 p.h. Maximum tariff R37.80 p.h.
	(i) Part-time Tutor with status lower than Senior Lecturer		
	(ii) Part-time Tutor with a status of Senior Lecturer or higher	Dept of Education	Minimum tariff R30.79 p.h. Maximum tariff R37.80 p.h.
1.6	Casual Tutor in first aid and home nursing	All	R16.98 p.h.
1.7	Casual Tutor: (hospital context: lecturers and demonstrations)	All	
	(i) General tuition of non-academic nature		R52.43 p.h.
	(ii) Academic tuition icw training of e.g. pupil nursing-/pupil paramedical personnel		R112.26 p.h.



ITEM	NATURE OF DUTIES	DEPARTMENT/ PROV. ADMIN	TARIFF
	(iii) Academic tuition icw training of e.g. student nursing- /student paramedical personnel		R139.41 p.h.
	(iv) Specialised tuition of academic nature icw training of e.g. student nursing- /student paramedical personnel presented by professional medical practitioners		R242.40 p.h.
1.8	Casual Tutor: SA Air Force College	SANDF	R86.57 p.h.
1.9	Casual Music Tutor (Piano, theory, singing, recorder, wood wind, brass wind, stringed instruments and organ)	All	R16.98 p.h.
1.10	Casual Tutor (hospital context: marking of examination scripts)	All	
	(i) Up to and including Gr 12/N3		
			<p>Length of paper: 3 hours and longer</p> <p>Year 1 per R2.53 script</p> <p>Year 2 per R2.56 script</p> <p>Year 3 per R2.68 script</p> <p>Length of paper: 1,5 hours to 2,5 hours</p> <p>Year 1 per R1.99 script</p> <p>Year 2 per R2.09 script</p> <p>Year 3 per R2.25 script</p> <p>Length of paper: 1,5 hours and shorter</p> <p>Year 1 per R1.14 script</p>



ITEM	NATURE OF DUTIES	DEPARTMENT/ PROV. ADMIN	TARIFF
	(ii) Post School		Year 2 per script R1.27 Year 3 per script R1.43 Length of paper: 3 hours and longer Year 1 per script R2.81 Year 2 per script R2.98 Year 3 per script R3.08 Length of paper: 3 hours and longer Year 1 per script R2.40 Year 2 per script R2.53 Year 3 per script R2.68 Length of paper: 1,5 hours and shorter Year 1 per script R1.55 Year 2 per script R1.69 Year 3 per script R1.81
1.11	Casual Examiner in first aid and home nursing (i) Medical Practitioner (ii) Other person	All	R21.10 p.h. R52.87 per course
2.	ESCORT/GUARD DUTIES		
2.1	- Employees utilised as escorts after hours	All	Minimum tariff R27.99 p.h. Maximum tariff R223.88 p.d.



ITEM	NATURE OF DUTIES	DEPARTMENT/ PROV. ADMIN	TARIFF
2.2	Special Escort	All	R223.88 p.d.
2.3	Relief Temporary Correctional Officer (Wardress)		R223.88 p.d.
2.4	Casual Hospital Guard		R223.88 p.d.
2.5	Temporary Matron		R223.88 p.d.
2.6	Casual Guard for psychiatric patients		R223.88 p.d.
3.	CASUAL INTERPRETERS		
3.1	Casual Interpreter	Dept. of Foreign Affairs and SAPS	R46.77 p.h.
3.2	Casual Interpreter	All, excluding Dept. of Foreign Affairs and SAPS	R16.98 p.h. Minimum Tariff R27.17 p.d. Maximum Tariff R67.92 p.d.
4.	COMMUNICATORS	All	
4.1	Casual Guest Speaker		
	(i) Guest speaker/lecturer on a professional level		R207.78 p.h.
	(ii) Guest speaker/lecturer on a lower level		R46.77 p.h.
4.2	Casual Communication Officer	All	R37.55 p.h.
5.	SURVEYS AND GENERAL ELECTIONS		
5.1	General Elections and Referenda	Department of Home Affairs	
	(i) Electoral Officer		
	(a) Contested constituency		R8,980.00 once-off payment
	(b) Unopposed constituency		R750.00 once-off payment
	(ii) Presiding Officer		R630.00 once-off payment
	(iii) Pollster		R495.00 once-off payment



ITEM	NATURE OF DUTIES	DEPARTMENT/ PROV. ADMIN	TARIFF
	(iv) Teller		R300.00 once-off payment
	(v) Clerk of Electoral Officer		R4,095.00 p.m.
6.	ARTS		
6.1	Casual Model in art section (portrait painting, figure drawing dressed & undressed)	All	R16.98 p.h.
6.2	Casual Accompanist for ballet classes	All	R16.98 p.h.
7.	MISCELLANEOUS		
7.1	Employees who drive government owned vehicles to convey personnel between their residences and places of duty after hours	All	R19.05 per return journey (basic calculation)
	(i) Busses:		R29.53 per return journey
	(ii) Combi's:		R19.05 per return journey
	(iii) Motor cars:		R8.57 per return journey
7.2	Maintenance of water pumps and equipment after hours	Dept. of Public Works	
	(i) Diesel/petrol/paraffin pumps (water and sewerage)		R81.39 p.m.
	(ii) Electrically powered pumps (water and sewerage)/ wind pump or hand pump/administration of chlorine		R20.36 p.m.
	(iii) Administration of flocculation chemicals and chlorine		R61.04 p.m.
	(iv) Reading of meters		R10.18 first 5 meters (Thereafter:- R1.03 per meter)
	(v) Supervision and maintenance of diesel generator systems (power generators)		R81.39 p.m. per power generator



ITEM	NATURE OF DUTIES	DEPARTMENT/ PROV. ADMIN	TARIFF
8.	EMPLOYEES PERFORMING HOUSEFATHER DUTIES	All Depts excl Dept of Education	R21.85 p.h. Average hours per week 1-5: average 3 hours R 284.00 p.m. 6-10: average 8 hours R 757.00 p.m. 11-15: average 13 hours R 1,230.00 p.m. 16-20: average 18 hours R1,703.00 p.m. 21-25: average 23 hours R2,176.00 p.m. 26-30: average 28 hours R2,649.00 p.m
9.	CASUAL LOCUST OFFICER	Dept. of Agriculture	
9.1	Senior Locust Officer/District Locust Officer (air spraying) And District Locust Officer (ground spraying)/Assistant District Locust Officer (air spraying)		R246.05 p.d.
9.2	Assistant District Locust Officer (ground spraying)		R197.55 p.d.
9.3	Foreman/Lorry Driver		R159.60 p.d.
10.	PART-TIME FOREST RANGER	Dept. Water Affairs and Forestry	Minimum tariff R288.00 p.a. Maximum tariff R2,808.00 p.a.



ITEM	NATURE OF DUTIES	DEPARTMENT/ PROV. ADMIN	TARIFF
11.	CASUAL EMPLOYEES FOR SPECIAL PROJECTS	All	
11.1	Chief Supervisor/Controller		R52.45 p.h.
11.2	Supervisor		R38.95 p.h.
11.3	Production Unit		R33.60 p.h.



ANNEXURE D

**GUIDELINES ON THE METHODOLOGY IN
DETERMINING/CALCULATING THE TARIFFS
FOR TRANSPORT BETWEEN RESIDENCE AND
WORK**



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1. Aim

The aim of this document is to provide guidelines to departments and provinces to enable them to execute their responsibility in revising the tariffs payable for the utilisation of transport between residence and work.

2. Mandatory Framework

2.1. The broad framework for the provisioning of transport between residence and work is set out in Part X of PSCBC Resolution 3 of 1999, i.e. the collective agreement on remunerative allowances and benefits. This framework requires from the executing authority to -

2.1.1. establish a written departmental policy, within the framework of the above-mentioned collective agreement, prior to the actual provision of transport between residence and work; and

2.1.2. revise the tariffs payable for the utilisation of such transport annually.

2.2. In respect of the annual revision clause 3.4 of the above Resolution, the applicable tariffs shall be revised on 1 October of each year by the lesser of-

2.2.1. the increase in the transport Consumer Price Index, or

2.2.2. the general salary increase.

3. Obtain of approval

3.1 Executing authority

The authority to determine the tariffs for transport between residence and work is vested in the Executing Authority.

Proposals for the revision of these tariffs must be submitted in writing to the Executive Authority.

3.2 Treasury

Although the revision of the tariffs for transport between residence and work concerns an increase for the employee, it is reflected as an income on your budget. Treasury approval must be obtained subsequent to the approval obtained from the Executing Authority.



4. Consumer Price Index (CPI)

4.1. Where and how to find it

4.1.1. Stats SA publishes monthly the CPI in its Statistical Releases. Your Department can subscribe to these Statistical Releases. For this purpose you have to contact Stats S A -

- By mail at Private Bag X44, Pretoria, 0001.
- By phone (012) 310-8911
- By Fax: (012) 322-3374

4.1.2. This information can also be retrieved from Stats SA's web site: www.statssa.gov.za.

4.2. Which Consumer Price Index To Use

4.2.1. The CPI for transport should be used for purposes of determining the tariffs for transport between residence and work.

4.2.2. Since the revised tariffs should be implemented with effect from 1 October of each year, the CPI for July should be used. This CPI is published in the Statistical Release published in August.

4.3. Changes in The Base Year

4.3.1. It is important to note that Stats SA changes the base year for the CPI every 5 years. Such changes are usually announced in their Statistical Releases. Information on conversion factors is also provided in these Releases.

4.3.2. You will thus be required to make certain adjustments in your formula for calculating the tariffs, every five years. The details are discussed later in this document. Failure to make the necessary adjustments will skew your information.

5. General Salary Increase

5.1. The average salary increases for levels 1 to 12 should be used.

5.2. Information on the average salary increases can be obtained from the Department for Public Service and Administration, after conclusion of the wage negotiations.

6. Calculation of Tariffs

For purposes of the revision of the tariffs for transport between residence and work, two sets of calculations will have to be done, i.e.

- Calculations based on the CPI; and



- Calculations based on the general salary increase.

These calculations must afterwards be compared to determine the lesser increase.

6.1. Calculations based on the CPI

6.1.1. The basic formula

Multiplying the CPI for Transport with the applicable value of Y derives at the new tariff.

6.1.2. Suggested methodology

- (a) **Step 1:** Obtain the CPI Transport for July.
- (b) **Step 2:** Design a table according to the example at Annexure A.
 - (i) The table provides for 8 columns, i.e.:
 - Date of adjustment
 - Consumer Price Index
 - Stages 1 to 5, respectively for option 1
 - The uniform tariff
 - (ii) For ease of reference it is suggested that the columns be marked as indicated in the example A, B, C, etc.
 - (iii) The value of Y should be shown at the bottom row.
- (c) **Step 3:** Fill in the date of adjustment, e.g. 1 October 2001 in column A.
- (d) **Step 4:** Fill in the CPI Transport for July.
- (e) **Step 5:** Multiply the CPI with the value of Y and insert the answer in columns C to H, respectively. Please remember to round the amounts off to the nearest 50c. These values represent the amounts for transport between residence and work according to the CPI.

6.1.3. Change in the base year

- (a) As mentioned earlier Stats SA changes the base year every 5 years. Such changes are announced formally by Stats SA. The latter changes effect the value of Y and it has to be recalculated.



- (b) For purposes of recalculating the value of Y, the most recent amount should be divided by the CPI Transport for January of the year in which the base year changes.

6.2. Calculation using the average wage increase

6.2.1. The basic formula

Multiplying the average wage increase with the applicable value of Y derives at the new tariff.

6.2.2. Suggested methodology

- (a) **Step 1:** Obtain the average wage increase for the year concerned.
- (b) **Step 2:** Design a table according to the example at Annexure B.
- (i) The table provides for 8 columns, i.e.:
- Date of adjustment
 - Average wage increase
 - Stages 1 to 5, respectively for option 1
 - The uniform tariff
- (ii) For ease of reference it is suggested that the columns be marked as indicated in the example A, B, C, etc.
- (c) **Step 3:** Fill in the date of adjustment, e.g. 1 October 2001 in column A.
- (d) **Step 4:** Fill in the average wage increase.
- (e) **Step 5:** Multiply the average wage increase with the current amounts and insert the answer in columns C to H, respectively. Please remember to round the amounts off to the nearest 50c. These values represent the amounts for transport between residence and work according to the average wage increase.

6.3. Final determination of increase of tariff for transport between residence and work

Compare the amounts derived at in subparagraphs 5.1 and 5.2. The lesser amount of the two should form the new tariffs for transport between residence and work.

Prepare a submission with proposals and motivation to the Executing Authority for consideration and approval.



Obtain Treasury approval. It is suggested that you prepare a written request, e.g. a letter, to Treasury to obtain the necessary approval.

7. Communication

- 7.1 Since employees have to pay more as a result of the revision, though it might be little, they must be informed in time of any amendments as well as the date of implementation. It is suggested that it be done by means of a written communication setting out the full details.
- 7.2 In order to enable the PERSAL system to deduct the correct tariffs from the employees' monthly salaries, they have to be informed of the changes in the tariffs, including the implementation date. It is suggested that, where possible work sessions be arranged with PERSAL, followed by a written confirmation of the implementation proceedings.



ANNEXURE E

**DETERMINATION ON PSCBC RESOLUTION NO
3 OF 1999/ PART XIX:
ALLOWANCES FOR PERSONNEL SERVING
EXECUTING AUTHORITIES**

DETERMINATION ON COLLECTIVE AGREEMENT XIX: ALLOWANCES FOR PERSONNEL SERVING EXECUTING AUTHORITIES

COLLECTIVE AGREEMENTS PER RESOLUTIONS 3 OF 1999, 7 OF 2000, 9 AND 10 OF 2001 AND 6 OF 2002 ON REMUNERATION, ALLOWANCES AND BENEFITS AS CONCLUDED IN THE PUBLIC SERVICE CO-ORDINATING BARGAINING COUNCIL (PSCBC) SINCE FEBRUARY 1999 TO DATE IN 2004.

GENERAL ISSUES

1. This Determination has to be read with the above collective agreements and the relevant paragraph in the Financial Manual (paragraph 10), that is effective from 1 July 2004.

PREVIOUS PRACTICE

2. The above agreement accommodates personnel who, in the past, were appointed in accordance with the following former PAS's/Special PAS's:
 - 2.1 Role Playing Posts: As posts in this former Special PAS could not be linked to existing occupational classes, they were grouped in the said PAS. Holding of a post as indicated in item 3.0 of this PAS, amounted to the interpretation of a role and offered no career opportunities. Incumbents were originally supposed to occupy the posts only for a limited period and then to return to the occupational class/es of origin. This constituted that any occupational class, such as personnel officer, engineer, etc., could be applied.
 - 2.2 Registry Clerk
 - 2.3 Ministerial Typist
 - 2.4 Household Manager
 - 2.5 Household Worker
 - 2.6 Manager: Guest House.

3. Executing Authorities' offices had to be adequately staffed to provide them with the support needed to carry out their functions. The following norms and restrictions dictated the filling of posts in the former Special PAS for Role Playing Posts:
- 3.1 Creation of role playing posts had to be effected on the basis of a full-scale work study investigation;
- 3.2 The filling of role playing posts were restricted to the rank/grading not higher than that of –
- 3.2.1 Director (or equivalent gradings) in the case of Private Secretary, Administrative Secretary, Parliamentary Officer, Special Programmes Officer and Public Relations Officer (PRO). The PRO had to, on a full-time and continuous basis, form part of the personnel core of a Minister/Premier as recommended by the PSC and approved by Cabinet.
- 3.2.2 Deputy Director (or equivalent grading) in any other administrative or line function including Assistant Private Secretary, except in the case of a Medical Attaché where only members of the occupational class Medical Officer were to be utilized.
- 3.3 The provision of Private Secretaries, Assistant Private Secretaries, Administrative Secretaries, Public Relations Officers, Ministerial Typists, Registration Clerks and Drivers were further limited to the following numbers as, inter alia, determined in Chapter 14 of the Ministerial Handbook :- (The prescripts on the personnel in the table below were effective from 4 December 1996.)

Provisioning for -	Private Secretary	Assistant Private Secretary	Administrative Secretary	Public Relations Officer	Driver	Ministerial Typist	Registration Clerk	Messenger
Minister/Premier	1	1	1*	1	1	2	1	1
Deputy Minister/ MEC	1	-	-	-	1	1	1	1

* An additional post could be provided for those ministries, deputy ministries, Premiers and Members of the Executive Council where the portfolio included more than one executive institution.

NEW STRUCTURE FOR CORE STAFF FOR POLITICAL OFFICE BEARERS

4. With regard to the Presidency's letter dated 8 August 2000, the most recent Cabinet decision on the core staff for political office bearers has been made known and the personnel structure in political office bearers' offices is indicated below: (The current maximum provision of a core staff for Ministers/Premiers/Deputy Ministers/MEC's as reflected in Chapter 14 (now Chapter 8) of the Ministerial Handbook, are in the tables at paragraphs 4.1.1 and 4.1.2 below.)

- 4.1 The new approved core staff for political office bearers implies new posts as well as name changes. To shed some light on the changes that took place in respect of Chapter 14/8 of the Ministerial Handbook, the personnel of the core staff are divided in columns I, II and III in the table at 4.1.1 below. Column I (announced in the said minute in paragraph 14.1 above), refers to the most recently approved core staff and columns II and III (announced in this department's minutes 4/5/P, dated 25 March 1997 and 3/2/4/26, dated 15 June 1999 and the previous directive) refer to the former core staff provision.

NOTE:

- (i) The most important prescripts on the core staff in columns I and II are:

Circular 3 of 2000 E1/6/4/1, dated 23 November 2000;

Circular no 1 of 2000 E1/6/7/1, dated 6 October 2000;

The Presidency's letter dated 8 August 2000 to all Private Secretaries of Directors-General of National Departments;

DPSA's Minute 3/2/4/26, dated 15 June 1999;

The Public Service Regulations (PSR), 2001;

Collective agreement Part XIX of Resolution No. 3/1999;

Financial Manuals approved annually since 14 October 1999 ; and

This Determination.

- (ii) The most important prescripts on the core staff in columns II and III were:

DPSA's minute 4/5/P, dated 25 March 1997;

The former PSSC and PSR; and

The former Special PAS/PAS's indicated in paragraph 2 above.

4.1.1 The following core staff indicated in column I may be utilised by executing authorities as a guideline in Offices of Political Office Bearers with effect from 26 July 2000:

I NEWLY APPROVED CORE STAFF PROVISION FROM 1 JULY 2000	II NEWLY APPROVED CORE STAFF PROVISION FROM 1 JULY 1999	III FORMER CORE STAFF PROVISION PREVIOUS PRACTICE UP TO 30 JUNE 1999
CHIEF OF STAFF OF THE MINISTRY: MINISTER/PREMIER (CHIEF DIRECTOR/DIRECTOR) (13-14)	DIRECTOR (NEW POST AT MINISTER/PREMIER)	NONE
HEAD: DEPUTY MINISTER/MEC (DIRECTOR/DEPUTY-DIRECTOR) (12-13)	DEPUTY DIRECTOR(NEW POST AT DEPUTY MINISTER/MEC)	NONE
ADMINISTRATIVE SECRETARY: MINISTER/PREMIER (9-13)	ADMINISTRATIVE SECRETARY (DEPUTY DIRECTOR): FUNCTIONS AMENDED	ADMINISTRATIVE SECRETARY
MEDIA LIAISON OFFICER:MINISTER/PREMIER (9-13)	MEDIA LIAISON OFFICER :FUNCTIONS AMENDED	PUBLIC RELATIONS OFFICER
PARLIAMENTARY OFFICER: MINISTER/PREMIER (9-13)	PARLIAMENTARY OFFICER (NEW POST)	PARLIAMENTARY OFFICER: ONLY IN DG's OFFICE
MEDIA LIAISON OFFICER/PARLIAMENTARY OFFICER: DEPUTY MINISTER/MEC (9-12)		
APPOINTMENTS SECRETARY/PRIVATE SECRETARY: MINISTER/PREMIER (9-12)	APPOINTMENTS SECRETARY (ASSISTANT DIRECTOR): FUNCTIONS AMENDED	PRIVATE SECRETARY
APPOINTMENTS SECRETARY: DEPUTY MINISTER/MEC (9-12)		
ASSISTANT APPOINTMENTS AND ADMINISTRATIVE SECRETARY: MINISTER/PREMIER (7-10)	ASSISTANT APPOINTMENT AND ADMINISTRATIVE SECRETARY: FUNCTIONS AMENDED	ASSISTANT PRIVATE SECRETARY
SECRETARY/RECEPTIONIST: MINISTER/PREMIER - 2 POSTS: DEPUTY MINISTER/MEC - 1 POST (3-7)	SECRETARY/RECEPTIONIST	MINISTERIAL TYPIST: FUNCTIONS AMENDED
REGISTRY CLERK: MINISTER/PREMIER AND DEPUTY MINISTER/MEC - 1 POST (2-7)	REGISTRY CLERK	REGISTRATION CLERK
DRIVER/MESSENGER: MINISTER/PREMIER AND DEPUTY MINISTER/MEC - 1 POST (1-5)	DRIVER/MESSENGER: NOW COMBINED IN ONE POST	DRIVER AND MESSENGER: Each in a different post

NOTE:

The new posts were approved by Cabinet memorandum 35A dated 26 July 2000.

4.1.2

Provisioning for the core staff and post levels in brackets on the right -	Chief of Staff of the Ministry (Chief Director/Director) (13-14)	Head (Director/Deputy Director) (12-13)	Administrative Secretary (9-13)	Media Liaison Officer (9-13)	Parliamentary Officer (9-13)	Media Liaison Officer/Parliamentary Officer (9-12)	Appointments Secretary/Private Secretary (9-12)	Appointments Secretary (9-12)	Assistant Appointments and Administrative Secretary (7-10)	Secretary/Receptionist (3-7)	Registry Clerk (2-7)	Driver/Messenger (1-5)	TOTAL
Minister/Premier	1	-	1*	1	1	-	1	-	1	2	1	1	10
Deputy Minister/ MEC	-	1	-	-	-	1	-	1	-	1	1	1	6

* An additional post of Administrative Secretary may be provided for Ministers/Premiers whose portfolios relate to the activities of more than one executing institution.

f New posts. The new posts were approved by Cabinet memorandum 35A dated 26 July 2000.

4.2 Executing authorities may utilise the above-mentioned guideline for the Offices of Political Office Bearers provided that staff members be appointed -

4.2.1 on a **contract** linked to the political term of Office of the executing authority concerned. The rationale is that should the term of Office of the executing authority end or be terminated for whatever reason the contract of the appointee is automatically also terminated and will not represent a burden to the public service; or

4.2.2 as **full-time** public servants, provided that they utilise the job evaluation system and ensure that there are sufficient funds available on the approved budget of the respective department for the creation of post(s). The executing authority may **second** personnel from components within the department to the Office of the Political Office Bearer. The advantage of secondment is that staff members could return to their original component on the approved establishment without any burden to the department.

4.3 The core staff will therefore be determined by the executing authorities who may decide on the creation and grading of posts as identified in their structure based on proven needs and provided that sufficient funds are available in terms of the medium-term expenditure framework (MTEF). Regulations B.2 and F of Part III, Chapter 1 of the Public Service Regulations are applicable.

4.4 **Special Advisers** may be employed in terms of the conditions as laid down by the Cabinet.

General

- 4.5 The Chief of Staff of the Ministry is in charge of the overall management of the Ministers' and Deputy Ministers' offices. The "Head" in a MEC's Office will be in charge of that office.
- 4.6 Executing Authorities may decide to collapse the posts of Appointments Secretary and Private Secretary into one post as identified in their structure based on proven needs. It is advisable that the incumbent of the post Private Secretary should not be the Chief of Staff of the Ministry.
- 4.7 The Department should formulate job descriptions for each member of staff in the Ministry within the framework of the functions of the respective officers approved by the Cabinet.
- 4.8 Clear procedures should be compiled for recording Ministers' meetings, handling of correspondence, answering parliamentary questions and ministerial speeches and briefings.
- 4.9 Departments should develop an effective automated system for the management of ministerial correspondence.
- 4.10 The approved post of Chief Director (Communications) should be located within the structure of the department though answerable to the Minister and under his/her direction in respect of policy matters of the department. The incumbent should be responsible for the media relations of a Minister and his/her department.

NOTES:

* The messenger that was responsible for messenger duties can now also perform driving duties. The National Protection Unit (SAPS) will still be responsible for protection and security service to political office-bearers. **Please take cognisance of the Note at paragraph 10.1.3 of the Financial Manual regarding the payment of allowances as well as the allowance payable to Driver/messenger in paragraph 10.2.**

- 4.11 Payment of allowances: (Paragraph 10 of the Financial Manual for the purposes of the calculation of benefits and allowances has to be taken cognisance of and read with this Determination. **Note:** Employees appointed in terms of the said Collective Agreement should be notified at appointment that these allowances are only payable during the period of this appointment.)

- 4.11.1 The payment of existing allowances is dealt with in paragraph 2 of the collective agreement on allowances for personnel serving executing authorities and should serve as a guideline.
- 4.11.2 The continued payment/initiation of payment to new incumbents, of allowances, has to be tested against the following criteria: (The following components are provided for.)
- * Inconvenience of working environment (e.g. interaction with persons with high standing);
 - * Recruitment (longer working hours - overtime)
 - * Undertaking duties that lie outside the employee's primary career or profession;
 - * Clothing maintenance; and/or
 - * Travelling.

NOTE:

Driver/Messenger

- * Provision was made for 107 hours of converted overtime in the calculation of the monthly allowance payable to drivers at paragraph 10.1.3(a) of the Financial Manual. In other words, overtime can only be claimed after more than 107 hours of overtime has been worked during the course of a month.

Household Manager

- * Provision was made for 50 hours of converted overtime in the calculation of the monthly allowance payable to household managers at paragraph 10.5.1 of the Financial Manual. The same principle applies here as with the drivers indicated above. **This principle should have been implemented not later than 1 September 1999.**

- 4.11.3 Levels of payment of allowances should be continued on the basis of the previous considerations. Although only one agreement applies to various occupational dispensations, only maximum allowances payable are indicated in the agreement. Amounts should be paid to the categories as indicated in paragraph 10 of the Financial Manual.

4.11.4 Clothing grant:

(a) **Clothing grant as a single once-off payment:**

This amount is a once-off grant to the incumbent of the post to whom such a grant is payable. It is not paid again when the incumbent serves a new political office bearer, without any interruption in the service. Provision is made in the monthly personal non-pensionable allowance for the maintenance of clothing, once the clothing grant is paid. The adjustment of this component with the CPI on Clothing and Footwear is considered annually by the Minister for the DPISA. This single clothing grant to the relevant personnel is for the purchase of (formal) clothing outfits on the provision that they -

- (i) furnish proof of their clothing purchases; and
- (ii) be contractually bound for a period of 24 months, after making use of the relevant concession, to repay the full amount made available, or a pro rata portion thereof, to the State should they resign or should their services be terminated as a result of misconduct before expiry of the 24 months.

NOTE:

The only time that the same person is thus eligible for the payment of this clothing grant again, is when he/she had an interruption in service.

(b) **Clothing grant as an annual payment in the case of driver/messenger in paragraph 10.1.3(b) of the Financial Manual**

- (i) Where personnel are expected predominantly to wear their service uniforms, or predominantly to wear their service uniforms that are usually provided by the department, only the difference between the various uniform provisions and clothing grant in this subparagraph is paid.
- (ii) If it is expected of personnel to predominantly wear private clothing, they are entitled to the full clothing grant in this subparagraph.
- (iii) Payable on submission of either receipts or statements from firms (duly certified by the driver concerned and the Appointments Secretary/Private Secretary of the political office bearer concerned).

- (iv) Payable to either the driver/messenger (in case of receipts) or the supplier (in case of statements) concerned.

NEED FOR POLICIES TO BE DEFINED WITH REGARD TO THE NEW STRUCTURE

5. Departments/provincial administrations have to consider the development of policies with regard to the following aspects:
- 5.1 The filling of these posts will be determined by the fact whether a person is already taken up in such a post, is a serving official in another post or somebody from outside the Public Service. (Departments will have to determine policy in this regard.)
- 5.2 Departments/provincial administrations will have to, with the norms and restrictions in paragraph 4 in mind, determine their specific needs with regard to posts to be filled:
- 5.2.1 strategies and goals will have to be determined;
- 5.2.2 re-organising if necessary.
- 5.3 As CORE's are not so narrowly defined as was the case with the previous Personnel Administration Standard (PAS) system, departments/provincial administrations will have to determine which CORE will be most suitable to accommodate these personnel. It is, however, suggested that the following CORE's, inter alia, be considered:
- 5.3.1 Management and General Support Personnel
- 5.3.2 Communication and Information Related Personnel.

NOTE:

Care should be exercised to take the person up in the most suitable CORE in each relevant department/provincial administration. It might be necessary to evaluate the job in terms of the job evaluation system to determine the level/grading of the job.

- 5.4 Although the personnel referred to in paragraph 4 above were previously appointed in (a) post/posts on the fixed establishment of departments/provincial administrations on the basis of a work study investigation, the incumbents of such posts are still responsible to the relevant executing authority (Minister, MEC etc.). In other words support is given to the individual. Therefore each executing authority has the prerogative of who supports him/her. The implication is that each executing authority will/can appoint the personnel of his/her choice.

5.5 In the above regard, departments/provincial administrations will have to determine the appointment capacity, which can be one of the three alternatives (having regard to the measures in Part VII A – H of the Public Service Regulations, 2001):

5.5.1 Appointment on the fixed establishment – taken up in the most suitable CORE;

5.5.2 Contractual appointment.

5.5.3 Secondment.

NOTES:

* The person to be appointed should be given the opportunity of making a choice in this regard.

* The risk of being appointed on a contractual basis stands to reason in the case where the executing authority's term comes to an end and the appointee and employer should carefully consider this aspect and the appointee's position after the expiry of the executing authority's term.

5.6 The grading of a post, with paragraph 4 in mind, should be determined in a job evaluation investigation.

5.7 Although it was the original intention that incumbents in role playing posts return to the occupational class/es of origin, in many cases for many reasons such as scarcity of trained and experienced personnel, personnel never returned to the occupational class/es of origin.

ALLOWANCES

6. Calculations of the allowances are dealt with in the Financial Manual.

CONSULTATION AND NEGOTIATION

7. A bargaining council may negotiate as indicated in the agreement.

**AMENDMENT CONTROL SHEET TO THE FINANCIAL MANUAL FOR THE
CALCULATION AND APPLICATION OF REMUNERATIVE ALLOWANCES
AND BENEFITS AS CONTAINED IN RESOLUTIONS 3 OF 1999, 7 OF 2000
AND 9 AND 10 OF 2001, 6 OF 2002, 3 OF 2003 & 2 OF 2004.**

PARAGRAPH	REFERENCE NR. OF MINUTE	DATE APPROVED	ITEM/ PARAGRAPH AMENDED	WITH EFFECT FROM
1. Service Bonus	E1/2/1	19/02/2001	1	01/07/2000
2. Leave Payouts	E1/2/1	19/02/2001	2	01/07/2000
3. Housing Allowance		20/11/2004	3	01/07/2004
Motor Finance Scheme for Senior Employees	Circular No. 3 of 2000	23/11/2000	4 Deleted	01/01/2001
4. Overtime Remuneration			4	
5. Standby Allowance	1/7/1/8/P	20/11/2004	5	01/07/2004
6. Danger Allowance			6	
7. Transport between residence and work			Annexure D	
8. Accommodation on official journeys outside the Republic of South Africa			Annexure A	01/07/2004
9. Separation Allowance	1/7/1/8/P	20/11/2004	9.1 and 9.2	01/07/2004
10. Allowances for personnel serving executing authorities	1/7/1/8/P	20/11/2004	10.1 to 10.7 & Annexure E	01/07/2004
11. Sessional assistance	1/7/1/8/P	20/11/2004	11.1 11.2 and 11.3	01/04/2004 01/04/2004
12. Special recruitment allowance for selected health personnel			Annexure B	
13. Cryptographic allowance	1/7/18/P	20/11/2004	13	01/07/2004
14. The Antarctic and Gough and Marion Islands	1/7/1/8/P	20/11/2004	14.1 to 14.4	01/07/2004
15. Recognition of long service	1/6/16	22/9/2003	15	1/07/2000
Robben Island Allowance for Correctional Services				Abolished
16. Grading and remuneration	1/7/1/8/P	20/11/2004	Annexure C – rates for casual workers	01/07/2004
17. Resettlement Expenditure	1/6/8	28/9/2004	17	01/10/2004
18. Subsistence and Camping Allowance	1/6/2/1	3/5/2004	18	01/04/2004
19. Compensation For Shift Workers On Public Holidays		20/11/2004	19	1/07/2004

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