TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND
PROVINCIAL ADMINISTRATIONS

INTERPRETATION OF CLAUSES 5.3 AND 5.4 OF PSCBC RESOLUTION 1 OF
2007

1. The dpsa has received numerous inquiries regarding the interpretation of
clauses 5.3 and 5.4 of PSCBC Resolution 1 of 2007 which provides for the
translation/adjustment of employees on salary levels 1 and 2 to salary levels 2
and 3 respectively with effect from 1 July 2007, provided that they complied with
the prescribed number of years of service. The determination of the Minister in
this regard was communicated to departments with dpsa Circular 1 of 2007.

2. This was amplified by the dpsa Circular dated 25 October 2007, which indicated
that as a once-off measure all employees on salary level 2 who
on 30 June 2007 have 20 years and more service in the public service, should
be translated to the minimum notch of salary level 3.

3. It has come the dpsa’s attention that departments have different understandings
and are of the view that employees who in the future will comply with the
stipulated periods of service should also be translated/adjusted to salary level 2
and 3 respectively.

4. Departments are advised not to deviate from the provisions of PSCBC
Resolution 1 of 2007 and the Minister’s determination in this regard. Where
departments have erroneously adjusted employees’ salaries on salary levels 1
and 2, such adjustments will be regarded as incorrectly granted remuneration
and departments must recover the overpayment, in terms of the provision of
Public Service Act, 1994 section 38, from the affected officials.

DIRECTOR-GENERAL
DATE: 07/04/2008