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# **FINANCIAL MANUAL**

## **FOR PURPOSES OF THE CALCULATION AND APPLICATION OF ALLOWANCES AND BENEFITS**



**JULY 2015**

**Issued by the Minister for Public Service and Administration**



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## **INTRODUCTION**

The Minister for Public Service and Administration has in terms of section 3(5)(a) and 5(6)(b) 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

(PSCBC Resolutions 3/99 Part I and 7/2000)

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

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

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. STANDBY ALLOWANCE

*(PSCBC Resolution 3/99 Part VIII and Resolution 1 of 2007.)*

The Standby allowance increases to R 65.35 p.d. with effect from 1 July 2015.

## 3. DANGER ALLOWANCE

*(PSCBC Resolution 4 of 2015 - See the Determination and Directive on Danger Allowance 2015.)*

## 4. TRANSPORT BETWEEN RESIDENCE AND WORK

*(PSCBC 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:

$$\frac{\text{Number of single trips} * \text{travelled in the relevant month} \times 100}{\text{Number of workdays} * \text{in the relevant month} \times 2}$$

\* = 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 C.

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

The expenditure on accommodation while an employee is on official journey outside the Republic must be defrayed as set out in Annexure A to this Financial Manual.

**6. SEPARATION ALLOWANCE**  
*(PSCBC Resolution 3/99 Part XIV and Resolution 1 of 2007)*

The Separation Allowance of R 53.80 per day, is payable to all employees, irrespective of their marital status, who spend a minimum of 60 days per year away from their families, with effect from 1 July 2015.

**7. ALLOWANCES FOR PERSONNEL SERVING EXECUTIVE AUTHORITIES AND PUBLIC OFFICE BEARERS**  
*(PSCBC Resolution 3/99 Part XIX)*

This Determination applies to personnel serving Executive Authorities only. The allowances as depicted in this paragraph should be paid to the designated incumbent of the relevant post. This paragraph must be read in conjunction with the Determination on PSCBC Resolution 3 of 1999/Part XIX Allowances for Personnel Serving Executing Authorities (the "Determination") at Annexure D to this document.

**7.1 CORE STAFF FOR POLITICAL OFFICE BEARERS:**

**7.1.1 Chief of Staff of the Ministry, Administrative Secretary, Media Liaison Officer, Private Secretary/Appointments Secretary, Assistant Appointments and Administrative Secretary, Parliamentary Officer: Presidency and Deputy President's Offices**

- a) The personal non-pensionable allowance of R 6,310.00 p.m. with effect from 1 July 2015.
- b) The single clothing grant (once-off payment) of R 5,990.00 with effect from 1 July 2015.

**7.1.2 Chief of Staff of the Ministry, Administrative Secretary\*, Media Liaison Officer, Private Secretary/Appointments Secretary, Assistant Appointments and Administrative Secretary, Parliamentary Officer: Ministers/Premiers and Aide De Camp of the President**

**Head, Media Liaison Officer/Parliamentary Officer, Private Secretary: Deputy Ministers and Members of the Executive Council,**

- a) The personal non-pensionable allowance of R 5,800.00 p.m. with effect from 1 July 2015.



- b) A single clothing grant (once-off payment) of R 5,990.00 with effect from 1 July 2015.

**7.1.3 Driver/Messenger: President/Deputy President/Minister/Premier/ Deputy Minister/Member of the Executive Council**

7.1.3.1 The personal non-pensionable allowance of R 6,914.00 p.m. with effect from 1 July 2015.

- (a) The allowance is suspended during periods of continuous authorised and unauthorised absence.
- (b) During the absence of political office bearer, the allowance is reduced by R 900 per month.
- (c) 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.
- (d) When a relief driver or an additional driver is provided for longer than 30 days, a non-pensionable allowance of R 900 per month is payable.
- (e) When a relief driver is a member of the services, a non-pensionable allowance of R 900 per month is paid in addition to possible overtime worked.
- (f) When a member of the services is provided as an additional driver, a non-pensionable allowance of R 900 per month is paid in addition to possible overtime worked.
- (g) The following pro rata allowances will apply in respect of incomplete months referred to above:
  - i) R 227.31 per day for (a) and (c) above.
  - ii) R 197.72 per day when a reduced allowance is payable and R 227.31 per day for the full allowance in (b) above.
  - iii) R 29.59 per day in the case of (d), (e) and (f) above.

7.1.3.2 A clothing grant of R 3,440 per annum with effect from 1 July 2015.

7.1.3.3 A clear distinction should be made between:-

- (a) the driver/messenger who is responsible to perform driver duties for political office bearers (therefore the transport of these persons) indicated in paragraph 7.1.3 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 7.1.3 of the Financial Manual; and

- (b) 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 7.1.3) and who can now also perform driving duties. A code 08 driver's licence will be an appointment requirement. These personnel qualify for the allowance payable in paragraph 7.1.4 of this Financial Manual.

**7.1.4 Driver/Messenger**

The non-pensionable allowance of R 1,320.00 p.m. with effect from 1 July 2015.

**7.1.5 Registry Clerk**

The non-pensionable allowance of R 1,320.00 p.m. with effect from 1 July 2015.

**7.1.6 Secretary/Receptionist**

The non-pensionable allowance of R 1,320.00 p.m. with effect from 1 July 2015.

**7.1.7 Household Manager**

7.1.7.1 The non-pensionable allowance to persons in the post class: Household Manager: Premier's Residence I and II: R 5,610.00 p.m. with effect from 1 July 2015.

7.1.7.2 Non-pensionable allowance to persons in the post class: Household Personnel of the President. The allowance is payable at the following tariffs, with effect from 1 July 2014, 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
(a) Controller: Households	R 7,055.00
(b) Household Manager	R 5,970.00
(c) Deputy Household Manager	R 4,885.00
(d) Assistant Household Manager	R 4,070.00

**7.1.8 Household Worker**

The non-pensionable allowance payable to Household personnel of the President: An allowance of R 2,985.00 p.m. with effect from 1 July 2015 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

**7.1.9 Manager: Guest House**

The non-pensionable clothing allowance of R 370 p.m. with effect from 1 July 2015.

**7.2 Employees working in the Cabinet Secretariat in the Presidency and Provincial Governments**

7.2.3 Employees working in the Cabinet Secretariat in the Presidency qualify mutatis mutandis for the payment of the allowances contained in paragraphs 7.1.1 to 7.1.9 above at a rate of 66.6% of the maximum prescribed amount, provided that the employee concerned complies with the criteria set out in paragraph 5.11.2 of the Determination on PSCBC Resolution 3 of 1999/Part XIX at Annexure D to this document. In other words –

66% of rate in-
Par 7.1.1 (a) is R 4,202.00 w.e.f 1 July 2015 Par 7.1.1 (b) is R 3,989.00 w.e.f 1 July 2015
Par 7.1.2 (a) is R3,863.00 w.e.f 1 July 2015 Par 7.1.2 (b) is R3,989.00 w.e.f 1 July 2015
Par 7.1.3.1 is R4,605.00 w.e.f 1 July 2015 Par 7.1.3.2 is R2,291.00 w.e.f 1 July 2015
Par 7.1.4 is R879.00 w.e.f 1 July 2015
Par 7.1.5 is R879.00 w.e.f 1 July 2015
Par 7.1.6 is R879.00 w.e.f 1 July 2015

7.2.4 Employees working in the Cabinet Secretariat in Offices of Premiers of Provincial Governments qualify for the payment of the allowances contained in paragraphs 7.1.2 to 7.1.9 above at a rate of 66.6% of the maximum prescribed amount, provided that the employee concerned complies with the criteria contained in paragraph 5.11.2 of the Determination on PSCBC Resolution 3 of 1999/Part XIX at Annexure D to this document. In other words –

66% of rate in-



Par 7.1.2 (a) is R 3,863.00 w.e.f 1 July 2015
Par 7.1.2 (b) is R 3,989.00 w.e.f. 1 July 2015
Par 7.1.3.1 is R4,605.00 w.e.f 1 July 2015
Par 7.1.3.2 is R2,291.00 w.e.f 1 July 2015
Par 7.1.4 is R879.00 w.e.f 1 July 2015
Par 7.1.5 is R879.00 w.e.f 1 July 2015
Par 7.1.6 is R879.00 w.e.f 1 July 2015

### 7.3 Personnel Serving Public Office Bearers, i.e. the Kingship<sup>1</sup>, the Chairpersons and Deputy Chairpersons of National and Provincial Houses of Traditional Leaders

#### 7.3.3 Head of Royal Family of the Zulu nation

- (a) The personal non-pensionable allowance of R 5,800.00 p.m. with effect from 1 July 2015.
- (b) A single clothing grant (once-off payment) of R 5,990.00 with effect from 1 July 2015.

#### 7.3.4 Driver/Messenger: Kingship

- (c) The personal non-pensionable allowance of R 6,914.00 p.m. with effect from 1 July 2015.
- (d) The allowance is suspended during periods of continuous authorised and unauthorised absence.
- (e) During the absence of political office bearer, the allowance is reduced by R 900 per month.
- (f) 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.
- (g) When a relief driver or an additional driver is provided for longer than 30 days, a non-pensionable allowance of R 900 per month is payable.
- (h) When a relief driver is a member of the services, a non-pensionable allowance of R 900 per month is paid in addition to possible overtime worked.

<sup>1</sup>King-/Queenships defined in Section 2A of the Traditional Leadership & Governance Framework Act, 2003 (Act no 41 of 2003)



- (i) When a member of the services is provided as an additional driver, a non-pensionable allowance of R 900 per month is paid in addition to possible overtime worked.
- (j) The following pro rata allowances will apply in respect of incomplete months referred to above:
- (k) R 227.31 per day for (a) and (c) above.
- (l) R 197.72 per day when a reduced allowance is payable and R 227.31 per day for the full allowance in (b) above.
- (m) R 29.59 per day in the case of (d), (e) and (f) above.
- (n) A clothing grant of R 3,440 per annum with effect from 1 July 2015.

**7.3.5 Driver/Messenger of the Chairperson and Deputy-Chairperson of the National and Provincial House of Traditional Leaders**

- (a) A personal non-pensionable allowance of R 1 320.00 p.m. with effect from 1 October 2015 where organisational structures are established and staffed. The allowance is otherwise effective from the date on which the employee is appointed to the relevant position on an approved organisational structure.

**7.3.6 Secretary/ Receptionist (Personal Assistant) of the Kingship, Chairperson and Deputy-Chairperson of the National and Provincial House of Traditional Leaders**

- (a) A personal non-pensionable allowance of R 1 320.00 p.m. with effect from 1 October 2015 where organisational structures are established and staffed. The allowance is otherwise effective from the date on which the employee is appointed to the relevant position on an approved organisational structure.

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

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

- 8.1.1 R 203.50 per day, with effect from 1 April 2015, for an employee who has a spouse and/or dependants, or
- 8.1.2 R 125.00 per day, with effect from 1 April 2015, 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.)

- 8.2 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 20.40 per day, with effect from 1 April 2015, for each eligible child.



8.3 The hotel accommodation at table 1 (b) of the said Resolution are adjusted as follows with effect from 1 April 2015:

"The amount over R 3,574 per month for a married employee, and R 2,630.50 per month for a single employee, resulting from: ...

3 A maximum amount for meals of:

- R 3,149 for the employee and/or a dependant aged over 10 years; and
- R 1,579 for a dependant aged under 10 years."

**9. CRYPTOGRAPHIC ALLOWANCE**  
(PSCBC 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.

$6,5\% \times R 196,278 = \frac{R 12,759 \text{ p.a.}}{12} = R1,063.25 \text{ p.m. with effect from 1 July 2015.}$

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

10.1 The amount in paragraph 2.3 of PSCBC Resolution 3/99 Part XXVII increases to R 21,934 per annum with effect from 1 July 2015. The allowance at paragraph 3.2 (a) of the said Resolution 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).

10.2 The amount in paragraph 3.2 (b) increases to R 5,310 with effect from 1 July 2015.

10.3 The amount in paragraph 3.2 (c), (e) and (f) increases to R 4,255 with effect from 1 July 2015.

10.4 The amount in paragraph 3.2 (d) increases to R 2,145 with effect from 1 July 2015.

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

Refer to Public Service Regulation Chapter 1, Part VIC.9 and Annexure B for the rates for casual employees with effect from 1 May 2011.

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

For purposes of paragraph 3.6 (a) of PSCBC Resolution.3 of 1999, the once-off amount must be read in conjunction with the quarterly revised Circular as determined by the MPSA.

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



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TYPE OF ALLOWANCE	MAXIMUM ALLOWANCE W.E.F. 1 APRIL 2015
Special daily allowance to compensate for incidental expenses where actual expenses are claimed	R108.50
Fixed daily subsistence allowance payable in circumstances where actual expenses are not claimed	R 353.00
Daily allowance payable to camping personnel	R 133.00



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**ANNEXURE A**

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



## ANNEXURE A

### ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC

**NOTE: PLEASE ALSO CHECK CIRCULARS ON THE DPSA WEBSITE FOR THE LATEST ADJUSTMENTS BEFORE IMPLEMENTING THE ALLOWANCES IN THE TABLE HEREUNDER**

1. When expenditure on accommodation is wholly met from public funds an employee is compensated on the following basis:
  - 1.1. In the case of official visits to the countries listed in the table hereunder:
    - 1.1.1. The reasonable actual expenses in respect of accommodation, dry cleaning and laundering; and
    - 1.1.2. A special daily allowance to compensate for the employee's three meals (breakfast lunch and dinner) and incidental expenses (e.g. reading matter, private telephone calls, soft drinks which do not form part of meals, etc.).
  - 1.2. In the case of official visits to the countries not listed in the table hereunder:
    - 1.2.1. The reasonable actual expenses in respect of accommodation, dry cleaning, and laundering;
    - 1.2.2. The reasonable actual costs of three meals; and
    - 1.2.3. A special daily allowance, equal to the special daily allowance for local official visits when actual expenses are claimed, to defray incidental expenses (reading matter, private telephone calls, soft drinks which do not form part of meals, etc). This allowance was determined to be R108.50 per day up to the 31 March 2016 and is revised with effect from 1 April each year.
2. The amounts set out in the table hereunder are maximum amounts. Therefore when accommodation expenditure and related expenses are wholly or partially sponsored by a donor or sponsor, or where part of the meals (e.g. breakfast included in hotel accommodation expenses) is paid by the Employer, the payment of a reduced special daily allowance must be considered.
3. Due to the above, it is advisable to have a departmental policy on the payment of such reduced amounts. In the formulation of such policy, departments are strongly advised to consider the following breakdown of the special daily allowance to determine the reduced special daily allowance to be paid:
  - 3.1. Incidental expenses (15%)
  - 3.2. Breakfast (20%)
  - 3.3. Lunch (20%)



### 3.4. Dinner (45%)

Country	Currency	Special Daily Allowance	
		Head of Department mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Albania	Euro	88	66
Algeria	Euro	100	76
Angola	US \$	275	207
Antigua and Barbuda	US \$	200	151
Argentina	US \$	121	91
Armenia	US \$	200	151
Australia #	A \$	209	158
Austria #	Euro	119	90
Azabaijani	US \$	132	99
Bahamas	US \$	174	132
Bahrain	B Dinars	33	25
Bangladesh	US \$	72	54
Barbados	US \$	184	139
Belarus	Euro	56	42
Belgium	Euro	133	100
Belize	US \$	138	104
Benin	Euro	81	61
Bolivia	US \$	71	54
Bosnia-Herzegovina	Euro	68	51



Country	Currency	Special Daily Allowance	
		Head of Department mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Botswana	Pula	751	566
Brazil	Reals	315	238
Brunei	US \$	80	60
Bulgaria	Euro	83	63
Burkina Faso #	CFA Francs	53 445	40 303
Burundi	Euro	66	50
Cambodia	US \$	90	68
Cameroon	Euro	105	79
Canada	C \$	152	115
Cape Verde Islands	Euro	59	44
Central African Republic	Euro	85	64
Chad	Euro	110	83
Chile	US \$	116	88
China (People's Republic)	US \$	115	87
Colombia	US \$	85	64
Comoros	Euro	111	84
Cook Islands	New Zealand \$	192	145
Cote D'Ivoire	Euro	108	81
Costa Rica	US \$	105	79
Croatia	Euro	93	70



Country	Currency	Special Daily Allowance	
		Head of Department mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Cuba	US \$	113	85
Cyprus #	Euro	106	80
Czech Republic	Euro	82	62
Democratic Republic of Congo #	US \$	149	113
Denmark	Danish Kroner	2 116	1 596
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador	US \$	148	112
Egypt #	US \$	107	80
El Salvador	US \$	89	67
Equatorial Guinea #	Euro	151	114
Eritrea	US \$	99	75
Estonia	Euro	84	63
Ethiopia #	US \$	84	63
Fiji	US \$	93	70
Finland	Euro	155	117
France	Euro	116	87
Gabon	Euro	156	118
The Gambia	Euro	67	50
Georgia	US \$	86	65



Country	Currency	Special Daily Allowance	
		Head of Department mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Germany	Euro	109	82
Ghana	US \$	118	89
Greece #	Euro	122	92
Grenada	US \$	137	103
Guatemala	US \$	104	79
Guinea	Euro	71	54
Guinee Bissau	Euro	54	41
Guyana	US \$	107	81
Haiti	US \$	99	75
Honduras	US \$	169	127
Hong Kong	Hong Kong \$	909	685
Hungary	Euro	81	61
Iceland	ISK	23 151	17 458
India	Indian Rupee	5 320	4 012
Indonesia	US \$	78	59
Iran	US \$	109	82
Iraq	US \$	114	86
Ireland #	Euro	126	95
Israel #	US \$	190	143
Italy	Euro	114	86
Jamaica	US \$	137	104



Country	Currency	Special Daily Allowance	
		Head of Department mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Japan	Yen	14 795	11 157
Jordan	US \$	183	138
Kazakhstan	US \$	128	96
Kenya	US \$	125	94
Kiribati	Australian \$	212	160
Korea Republic #	Korean Won	170 668	128 701
Kuwait (State of) #	Kuwaiti Dinars	46	35
Kyrgyzstan	US \$	156	118
Laos	US \$	84	63
Latvia	US \$	136	102
Lebanon	US \$	144	109
Lesotho	RSA Rand	682	514
Liberia	US \$	102	77
Libya	US \$	109	82
Lithuania	Euro	140	106
Macao	Hong Kong \$	1 087	820
Macedonia (Former Yugoslav)	Euro	91	68
Madagascar #	Euro	54	41
Madeira	Euro	264	199
Malawi	Malawi Kwacha	28 413	21 426



Country	Currency	Special Daily Allowance	
		Head of Department mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Malaysia	Ringgit	347	262
Maldives	US \$	184	139
Mali	Euro	162	122
Malta	Euro	120	91
Marshall Islands	US \$	232	175
Mauritania	Euro	88	66
Mauritius	US \$	123	93
Mexico	Mexican Pesos	1 194	901
Moldova	US \$	106	80
Mongolia	US \$	63	48
Montenegro #	Euro	85	64
Morocco	Dirhams	882	665
Mozambique	US \$	116	87
Myanmar	US \$	112	85
Namibia	RSA Rand	864	652
Nauru	Australian \$	253	191
Nepal	US \$	58	43
Netherlands	Euro	106	80
New Zealand	New Zealand \$	174	132
Nicaragua	US \$	82	62
Niger	Euro	68	52



Country	Currency	Special Daily Allowance	
		Head of Department mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Nigeria	US \$	220	166
Niue	New Zealand \$	229	173
Norway	NOK	1 600	1 206
Oman #	Rials Omani	70	53
Pakistan	Pakistani Rupees	5 668	4 274
Palau	US \$	229	173
Palestine	US \$	134	101
Panama	US \$	95	72
Papua New Guinea	Kina	259	195
Paraguay	US \$	69	52
Peru	US \$	126	95
Philippines	US \$	111	83
Poland	Euro	80	60
Portugal	Euro	79	60
Qatar	Qatar Riyals	650	490
Republic of Congo	Euro	135	101
Reunion	Euro	149	113
Romania	Euro	77	58
Russia	Euro	300	226
Rwanda	US \$	92	69
Samoa	Tala	175	132



Country	Currency	Special Daily Allowance	
		Head of Department mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Sao Tome & Principe	Euro	145	110
Saudi-Arabia	Saudi Riyals	470	354
Senegal	Euro	103	78
Serbia	Euro	75	56
Seychelles	Euro	250	188
Sierra Leone	US \$	82	62
Singapore	Singapore \$	211	159
Slovakia #	Euro	93	70
Slovenia #	Euro	96	73
Solomon Islands	Solomon Islands \$	1 006	759
South Sudan	US \$	241	182
Spain #	Euro	102	77
Sri Lanka	US \$	91	69
St Kitts & Nevis	US \$	206	156
St Lucia	US \$	195	147
St Vincent & the Grenadines	US \$	170	128
Sudan	US \$	182	137
Suriname	US \$	97	73
Swaziland	RSA Rand	744	561
Sweden	Swedish Kronor	1 197	902



Country	Currency	Special Daily Allowance	
		Head of Department mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Switzerland	S Francs	183	138
Syria	US \$	168	127
Taiwan	New Taiwan \$	3 186	2 403
Tajikistan	US \$	88	67
Tanzania	US \$	117	88
Thailand	Thai Baht	4 505	3 398
Togo	CFA Francs	58 376	44 021
Tonga	Pa'anga	228	172
Trinidad & Tobago	US \$	194	146
Tunisia	Tunisian Dinar	180	136
Turkey	Euro	92	69
Turkmenistan	USA \$	114	86
Tuvalu	Australian \$	308	232
Uganda	US \$	101	76
Ukraine	Euro	119	89
United Arab Emirates #	UAE Dirhams	635	479
United Kingdom	B Pounds	93	70
Uruguay	US \$	131	98
USA #	US \$	133	100
Uzbekistan	Euro	73	55
Vanuatu	US \$	151	114



Country	Currency	Special Daily Allowance	
		Head of Department mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Venezuela	US \$	267	202
Vietnam #	US \$	133	55
Yemen	US \$	85	64
Zambia	US \$	108	82
Zimbabwe #	US \$	112	84

**Definition of Symbols**

# Revised on 1 March 2015



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



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## Annexure B

1. Annexure B is withdrawn from the Financial Manual, effective from 1 July 2015.
2. The rates for the categories contained in the withdrawn Annexure B must be determined in terms of the standardised formula contained in DPSA Circular 1 of 2013.
3. Certain hourly/daily rates contained in the withdrawn Annexure B are higher than what it would be if calculated in terms of the standardised formula referred to in DPSA Circular 1 of 2013. In such event, those rates contained in the abolished Annexure B must be retained as personal at existing levels, without any adjustment, until such time that it is equal to the appropriate rate determined in terms of the mentioned formula.
4. Once parity has been achieved, the rate must be determined by means of the mentioned formula.
5. Enquiries must be directed to the DPSA (Director: Remuneration Policy).



**RATES FOR CASUAL WORKERS WHICH CANNOT BE LINKED TO A SPECIFIC OCCUPATIONAL CLASS: 1 APRIL 2014**

Item	Nature Of Duties	Department/ Provincial Administration	Rate
1.	<b>Casual Tutors/ Instructors/ Examiners</b>		
1.1	Casual Lecturer for tuition of foreign languages with the aid of a language laboratory.	All	R120.82 p.h.
1.2	Casual Tutor for tuition in RSA's official languages	SANDF	Minimum tariff R97.87 p.h. Maximum tariff R120.82 p.h.
1.3	Casual Instructor	SANDF	R178.37 p.h.
1.4	Casual Tutor	All DeptsExclDept of Education	Minimum tariff R295.67 p.h. Maximum tariff R369.03 p.h.
1.5	Casual Tutor (i) Part-time Tutor with status lower than Senior Lecturer	Department of Education	Minimum tariff R51.29 p.h. Maximum tariff R76.86 p.h.
	(ii) Part- time Tutor with a status of Senior Lecturer or higher	Dept of Education	Minimum tariff R62.62 p.h. Maximum tariff R76.86 p.h.
1.6	Casual Tutor in first aid and home nursing	All	R44.66 p.h.
1.7	Casual Tutor: (hospital context: lecturers and demonstrations)	All	
	(i) General tuition of non-academic nature		R135.43 p.h.
	(ii) Academic tuition in connection with training of e.g. pupil nursing-/pupil paramedical personnel		R200.28 p.h.
	(iii) Academic tuition in connection with training of e.g. student nursing-/student paramedical personnel		R248.72 p.h.



Item	Nature Of Duties	Department/ Provincial Administration	Rate		
	(iv) Specialised tuition of academic nature in connection with training of e.g. student nursing-/student paramedical personnel presented by professional medical practitioners		R581.15 p.h.		
1.8	Casual Tutor: SA Air Force College	SANDF	R222.62 p.h.		
1.9	Casual Music Tutor (Piano, theory, singing, recorder, wood wind, brass wind, stringed instruments and organ)	All	R44.66 p.h.		
1.10	Casual Tutor (hospital context: marking of examination scripts)	All			
			(i) Up to and including Grade 12/N3	<b>Length of paper: 3 hours and longer</b> Year 1 per script R5.21 Year 2 per script R5.26 Year 3 per script R5.48	
			<b>Length of paper: 1,5 hours to 2,5 hours</b> Year 1 per script R4.08 Year 2 per script R4.51 Year 3 per script R4.61		
			<b>Length of paper: 1,5 hours and shorter</b> Year 1 per script R2.32 Year 2 per script R2.61 Year 3 per script R2.95		
	(ii) Post School		<b>Length of paper: 3 hours and longer</b> Year 1 per script R5.77 Year 2 per script R6.14 Year 3 per script R6.30		
			<b>Length of paper: 1.5 hours to 2.5 hours</b> Year 1 per script R4.92 Year 2 per script R5.21 Year 3 per script R5.48		
			<b>Length of paper: 1,5 hours and shorter</b> Year 1 per script R3.18 Year 2 per script R3.46 Year 3 per script R3.70		
	1.11		Casual Examiner in first aid and home nursing	All	
			(i) Medical Practitioner		R43.28
			(ii) Other person		R108.47 per course



Item	Nature Of Duties	Department/ Provincial Administration	Rate
2.	<b>ESCORT/GUARD DUTIES</b>		
2.1	Employees utilised as escorts after hours	All	Minimum tariff R74.83 p.h. Maximum tariff R598.67 p.d.
2.2	Special Escort	All	R598.67 p.d.
2.3	Relief Temporary Correctional Officer (Wardress)		R598.67 p.d.
2.4	Casual Hospital Guard		R598.67 p.d.
2.5	Temporary Matron		R598.67 p.d.
2.6	Casual Guard for psychiatric patients		R598.67 p.d.
3.	<b>CASUAL INTERPRETERS</b>		
3.1	Casual Interpreter	Dept. of Foreign Affairs and SAPS	R120.82 p.h.
3.2	Casual Interpreter	All, excluding Dept. of Foreign Affairs and SAPS	R44.66 p.h Minimum Tariff R71.46 p.d. Maximum Tariff R178.64 p.d.
4.	<b>COMMUNICATORS</b>	All	
4.1	Casual Guest Speaker		
	(i) Guest speaker/lecturer on a professional level		R369.03 p.h.
	(ii) Guest speaker/lecturer on a lower level		R120.82 p.h.
4.2	Casual Communication Officer		R97.87 p.h.
5.	<b>SURVEYS AND GENERAL ELECTIONS</b>	Department of Home Affairs	
5.1	<b>General Elections and Referenda</b>		
	(i) Electoral Officer		
	(a) Contested constituency		R25 020 once-off payment
	(b) Unopposed constituency		R2 085 once-off payment
	(ii) Presiding Officer		R1 760 once-off payment
	(iii) Pollster		R1 380 once-off payment
	(iv) Teller		R860.00 once-off payment



Item	Nature Of Duties	Department/ Provincial Administration	Rate
	(v) Clerk of Electoral Officer		R12 085 p.m.
6.	<b>ARTS</b>		
6.1	Casual Model in art section (portrait painting, figure drawing dressed & undressed)	All	R48.11 p.h.
6.2	Casual Accompanist for ballet classes		R48.11 p.h.
7.	<b>MISCELLANEOUS</b>		
7.1	Employees who drive government owned vehicles to convey personnel between their residences and places of duty after hours	All	
	(i) Busses:		R74.57 per return journey
	(ii) Combi's:		R48.11 per return journey
	(iii) Motor cars:		R21.65 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)		R166.99 p.m.
	(ii) Electrically powered pumps (water and sewerage)/wind pump or hand pump/ administration of chlorine		R41.78 p.m.
	(iii) Administration of flocculation chemicals and chlorine		R125.23 p.m.
	(iv) Reading of meters		R20.88 for the first 5 meters; thereafter R2.14 per meter
	(v) Supervision and maintenance of diesel generator systems (power generators)		R166.99 p.m. per power generator
8.	<b>EMPLOYEES PERFORMING HOUSEFATHER/ MOTHER DUTIES</b>	All Departments (excl Dept of Education)	R57.52 p.h.
			<b>Average hours per week</b>
			1-5: average 3 hours
			R747 p.m.
			6-10: average 8 hours
			R1 992 p.m.
			11-15: average 13 hours
			R3 238 p.m.



Item	Nature Of Duties	Department/ Provincial Administration	Rate
			16-20: average 18 hours R4 483 p.m.
			21-25: average 23 hours R5 728 p.m.
			26-30: average 28 hours R6 974 p.m.
9.	<b>CASUAL LOCUST OFFICER</b>	Dept. of Agriculture	
9.1	Senior Locust Officer/District Locust Officer (air spraying)		R688.50 p.d.
	And		
	District Locust Officer (ground spraying)/Assistant District Locust Officer (air spraying)		R688.50 p.d.
9.2	Assistant District Locust Officer (ground spraying)		R557.70 p.d.
9.3	Foreman/Lorry Driver		R464.45 p.d.
10.	<b>PART-TIME FOREST RANGER</b>	Dept. Agriculture, Forestry and Fisheries	Minimum tariff: R582 p.a. Maximum tariff: R5 760 p.a.
11.	<b>CASUAL EMPLOYEES FOR SPECIAL PROJECTS</b>	All	
11.1	Chief Supervisor/Controller		R135.45 p.h.
11.2	Supervisor		R101.65 p.h.
11.3	Production Unit		R86.80 p.h.



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**ANNEXURE C**

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



## 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

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

3.1.2. 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 -

(a) By mail at Private Bag X44, Pretoria, 0001.



(b) By phone (012) 310-8911

(c) By Fax: (012) 322-3374

4.1.2. This information can also be retrieved from Stats SA's web site: [www.statssa.gov.za](http://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**

6.1. 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.

(a) Calculations based on the CPI; and

(b) Calculations based on the general salary increase.

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

### **7. Calculations based on the CPI**

#### **7.1. The basic formula**

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

##### **7.1.1. 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.:
    - A. Date of adjustment
    - B. Consumer Price Index
    - C. Stages 1 to 5, respectively for option 1
    - D. 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.

#### 7.1.2. 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.

### 8. Calculation using the average wage increase

#### 8.1. The basic formula

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

#### 8.2. 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.:
    - A. Date of adjustment
    - B. Average wage increase
    - C. Stages 1 to 5, respectively for option 1
    - D. 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.

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

- 8.3.1. 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.
- 8.3.2. Prepare a submission with proposals and motivation to the Executing Authority for consideration and approval.
- 8.3.3. Obtain Treasury approval. It is suggested that you prepare a written request, e.g. a letter, to Treasury to obtain the necessary approval.

## 9. Communication

- 9.1. 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.
- 9.2. 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.



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



**DETERMINATION ON COLLECTIVE AGREEMENT PSCBC RESOLUTION 3 OF 1999 PART XIX:  
ALLOWANCES FOR PERSONNEL SERVING EXECUTING AUTHORITIES**

**1. SCOPE**

This Determination gives effect to PSCBC Resolutions 3 of 1999, 7 of 2000, 9 and 10 of 2001 and 6 of 2002, 1 of 2007, and all other relevant prevailing Resolutions, and must be read with paragraph 7 of the Financial Manual.

**2. PREVIOUS PRACTICE**

2.1. The above agreement accommodates personnel who, in the past, were appointed in accordance with the following former PAS's/Special PAS's:

2.1.1. 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.

2.1.2. Registry Clerk

2.1.3. Ministerial Typist

2.1.4. Household Manager

2.1.5. Household Worker

2.1.6. Manager: Guest House.

2.2. 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:

2.2.1. Creation of role playing posts had to be effected on the basis of a full-scale work study investigation;

2.2.2. The filling of role playing posts were restricted to the rank/grading not higher than that of-

2.2.2.1. 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.

2.2.2.2. 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.



- 2.3. 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.

### 3. STRUCTURE FOR CORE STAFF FOR POLITICAL OFFICE BEARERS

- 3.1 Paragraph 1 of Chapter 8 of the Ministerial Handbook provides guidelines for the establishment private office staff compliment in support of the Executive Authority. Some elements of the said Handbook are included in this paragraph for ease of reference and therefore do not seek to override the provisions/guidelines contained in the Handbook. This paragraph must be read in conjunction with the Ministerial Handbook.
- 3.2 The following core staff below may be utilised by the Executive Authority as a guideline for the establishment of his/her private office:

MINISTERS/PREMIERS	DEPUTY MINISTER/MEC
Chief of Staff in the Ministry	Head
Administrative Secretary*	-
Media Liaison Officer	Media Liaison Officer/Parliamentary Officer
Private Secretary/Appointments Secretary	Private Secretary
Assistant Appointments and Administrative Secretary	-
Parliamentary Officer	
Secretary/Receptionist (2 posts)	Secretary/Receptionist
Registry Clerk	Registry Clerk
Aide or Driver/messenger	Aide or Driver/messenger
<b>TOTAL POSTS 10</b>	<b>TOTAL POSTS 6</b>

\* An additional post may be provided for Ministers whose portfolios relate to the activities of more than one executing institution/department (i.e. Portfolio).

- 3.3 The services of employees in the Private Office of an Executive Authority or Deputy Minister may be obtained by means of-



3.3.1 temporary appointments based upon contracts for-

- a) the term of office of the incumbent Executive Authority or Deputy Minister which will terminate at the end of the first month after the month in which the term of that Executive Authority or Deputy Minister terminates for any reason; or
- b) a period not exceeding three years.

These appointments may be made without following an open advertisement process;

3.3.2 transfers from components in the department or from any other department;

3.3.3 secondments from other departments or any other body;

3.3.4 direct employees from components within the department in question to temporarily perform work in the Private Office (section 32 of the Public Service Act). Those employees may at any time be directed to return to their original components in the department.

3.4 The core staff will be determined by the relevant executive authorities who may decide on the creation and grading of posts subject to the job evaluation process 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. SPECIAL ADVISERS

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

#### 5. GENERAL

- 5.1. Some elements of this paragraph contain, for ease of reference, extracts from paragraph 2 of Chapter 8 of the Ministerial Handbook and must therefore be read in conjunction with the Ministerial Handbook.
- 5.2. The Chief of Staff of the Ministry/Premier's office is in charge of the overall management of the Ministers or Premiers office.
- 5.3. The Head of Office is in charge of the overall management of a Deputy Minister's or a MEC's office and reports to the Chief of Staff of the Ministry.
- 5.4. 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.
- 5.5. The Head of Office in consultation with the Chief of Staff 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.
- 5.6. Clear procedures should be compiled for recording executive authorities meetings, handling of correspondence, answering parliamentary questions and ministerial speeches and briefings.



- 5.7. The Chief of Staff, in consultation with the department should develop an effective automated system for the management of correspondence and documentation of the executive authority.
- 5.8. 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.
- 5.9. Driver/Messenger: 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. Cognisance must be taken of the provisions in paragraph 7.1.3 and paragraph 7.1.4 of the Financial Manual regarding the payment of allowances.
- 5.10. Employees appointed to the core staff establishment as contemplated in paragraph 1 of Chapter 8 of the Ministerial Handbook, read with paragraph 3 above, should be informed with their appointment that the allowances payable in terms of paragraph 7 of the Financial Manual, are only payable during the period of the appointment and will be terminated at the end of the appointment.
- 5.11. The payment of allowances to employees serving executive authorities should be dealt with in terms of the provisions contained in paragraph 7 of the Financial Manual read in conjunction with this Determination. Further-
- 5.11.1. the continued payment of payment allowances in respect of an employee who received such allowances on 1 March 1999 should be dealt with in terms of clause 2 of Part XIX of PSCBC Resolution 3 of 1999; and
- 5.11.2. in respect of new incumbents the continued payment or initiation of the payment of allowances, should be tested against the under-mentioned criteria. (The said criteria represent the elements provided for in the establishment and maintenance of the allowances.)
- (a) Inconvenience of working environment (e.g. interaction with persons with high standing);
  - (b) Recruitment (longer working hours- overtime)
  - (c) Undertaking duties that lie outside the employee's primary career or profession;
  - (d) Clothing maintenance; and/or
  - (e) Travelling.
- 5.12. Driver/Messenger
- The calculation of the monthly allowance payable to drivers in terms of paragraph 7.1.3(a) of the Financial Manual provides for 107 hours of converted overtime in a month. Therefore, the driver may only claim overtime payment for overtime work in excess of the above-mentioned hours.
- 5.13. Household Manager



The calculation of the monthly allowance payable to household managers in paragraph 7.1.7 of the Financial Manual provides for 50 hours converted overtime work in a month. The Household Manager therefore, may only claim for overtime payment for overtime performed in excess of the above-mentioned hours.

5.14. Part XIX of PSCBC Resolution 3 of 1999 applies to various occupational dispensations/levels, whilst it also determines only the maximum value of allowances payable. Therefore, the allowances payable to the categories of staff as determined in paragraph 7 of the main document should be paid. The latter document also contains the latest values as maintained on an annual basis and will thus be higher than the original maximum values contained in the above-mentioned collective agreement.

**5.15. Clothing grant:**

**5.15.1. Clothing grant as a single once-off payment:**

- (a) 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 DPSA. 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.
- (b) Therefore, 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.

**5.15.2. Clothing grant as an annual payment in the case of driver/messenger in paragraph 7.1.3(b) of the Financial Manual**

- (a) 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.
- (b) If it is expected of personnel to predominantly wear private clothing, they are entitled to the full clothing grant in this subparagraph.
- (c) 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).



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

## 6. NEED FOR POLICIES TO BE DEFINED WITH REGARD TO THE NEW STRUCTURE

Departments/provincial administrations have to consider the development of policies with regard to the following aspects:

- 6.1. 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.)
- 6.2. Departments/provincial administrations will have to, with due consideration to the norms and standards contemplated in paragraphs 3 and 4 above, read with chapter 8 of the Ministerial Handbook, determine their specific needs with regard to posts to be filled:
  - 6.2.1. strategies and goals will have to be determined;
  - 6.2.2. re-organising if necessary.
- 6.3. Since the 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 the relevant personnel. In doing so, departments should take care that the relevant person is taken up in the most suitable CORE. It might be necessary to evaluate the job in terms of the job evaluation system to determine the level/grading of the job. The following CORE's could, inter alia, be considered:
  - 6.3.1. Management and General Support Personnel
  - 6.3.2. Communication and Information Related Personnel.
- 6.4. Although the personnel referred to in paragraph 3 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 executive authority (Minister, MEC etc.). In other words support is given to the individual. Therefore, each executive authority has the prerogative of who supports him/her. The implication is that each executive authority will/can appoint the personnel of his/her choice.
- 6.5. 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):
  - 6.5.1. Appointment on the fixed establishment – taken up in the most suitable CORE;
  - 6.5.2. Contractual appointment.
  - 6.5.3. Secondment.
- 6.6. The grading of a post, with paragraph 4 in mind, should be determined in a job evaluation investigation.



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6.7. Although it was the original intention that incumbents in former "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.

**7. ALLOWANCES**

The details of and the calculations of the allowances payable to personnel serving executive authorities are dealt with in the Financial Manual.

**8. CONSULTATION AND NEGOTIATION**

A new collective agreement may be negotiated as provided for in PSCBC Resolution 3 of 1999.