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**TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND
PROVINCIAL ADMINISTRATIONS**

**IMPLEMENTATION OF THE OCCUPATIONAL SPECIFIC
DISPENSATION (OSD) FOR SOCIAL SERVICE PROFESSIONS
AND OCCUPATIONS**

1. INTRODUCTION

- (a) The remuneration policy processes and systems of any organisation must be dynamic to adapt to continuously changing circumstances. In this regard, the South African Public Service is no exception. Recent studies have shown that the current remuneration framework impacts negatively on the State's ability to attract and retain sufficient numbers of employees with the requisite competencies in certain occupations, and to motivate such employees, with the view to improve service delivery.
- (b) This required a change in the State's policies toward remuneration, and culminated in a collective agreement with organised labour (PSCBC Resolution 1 of 2007) for the introduction of new salary scales per identified occupation to attract and retain employees after conclusion of collective agreements in the sectoral councils of the PSCBC. These dispensations will, amongst others, include –
 - (i) a unique remuneration structure, including number of notches and percentages between notches;

- (ii) benefits and allowances consolidated into salaries (if any);
 - (iii) frequency of pay progression;
 - (iv) grade progression opportunities;
 - (v) career pathing;
 - (vi) required levels of performance; and
 - (vii) translation measures to the OSD.
- (c) It is the intention to phase-in these dispensations for identified occupations over the next five years.

2. OCCUPATION SPECIFIC DISPENSATION FOR SOCIAL SERVICE PROFESSIONS AND OCCUPATIONS

- (a) In giving effect to the determinations in PSCBC Resolution 1 of 2007, on the implementation of OSDs, Resolution 1 of 2009 was concluded in the PHSDSBC on an OSD for social service professions and occupations for implementation with effect from 1 April 2008. The following occupations are included in the OSD:
- (i) Social Workers (including Social Auxiliary Workers, Probation Officers and Assistant Probation Officers).
 - (ii) Community Development Practitioners (including Community Development Assistants).
 - (iii) Child and Youth Care Workers.
- (b) The OSD for Social Workers and Social Auxiliary Workers are only applicable to posts where it is an inherent requirement of the post that the incumbent of the post must maintain registration with the South African Council for Social Service Professions as a social/social auxiliary worker.
- (c) The OSD for social service professions and occupations are characterised and underpinned by the following:
- (i) Centrally determined grading structure (work, grading levels and job descriptions). The grading of posts with the job evaluation system in the social service professions and occupations, based on the job descriptions as contained in the OSD, was done centrally and the grades of the relevant jobs were determined centrally. This will ensure consistent application between departments/provinces.
 - (ii) Scope/description of each occupation.
 - (iii) Centrally determined competency requirements per post/grade level.
 - (iv) Unique salary structures that address the specific requirements of the occupations. This entails 3% increments

between notches and overlaps in salary scales at certain levels in the OSD. This will facilitate adequate salary progression to employees who choose to remain on production levels instead of aspiring to supervisory/managerial posts to earn a higher salary.

- (v) A total cost to employer dispensation for MMS, providing only for a 70/30 split in the pensionable composition of the total salary package. The pensionable/salary benefits of employees currently on the MMS dispensation have been protected for the change to a 70/30 split.
- (vi) Pay progression system as part of the career pathing model, allowing for a 3% increment every two years for employees who comply with the qualifying criteria. Please note that the pay progression cycle does not affect the annual performance cycle.
- (vii) Career pathing by means of grade progression at production and certain supervisory levels will be, based on experience and performance. Grade progression is not an automatic salary increase, but it is a forward-looking plan to systematically increase salaries of employees after pre-determined periods based on specific criteria such as sustained above average performance, qualifications and experience. This will facilitate adequate progression to employees who choose to remain on production levels instead of aspiring to supervisory or managerial posts in order to advance their salaries.
- (viii) Dual career paths for production and policy developers.
- (ix) Salary recognition basis that allows for the appointment of employees from outside the Public Service on higher notches/levels taking into account relevant experience. This provision is not compatible with Public Service Regulations (2001) Chapter I, Part V/C.3 and the Regulation will therefore only be applicable for the appointment of candidates in the posts and grades for which this Regulation is retained (see paragraph 3 (b) (iv) below).
- (x) The implementation of the OSD does not entail a general salary increase for employees in the relevant social service professions and occupations or that all employees will gain the same financial benefit with the implementation of the OSD. Employees' salaries will not be reduced on translation to the OSD.

- (d) An agreement (PHSDSBC Resolution 1 of 2009 - Annexure A) was concluded on the implementation of an OSD for the following social service professions and occupations with effect from 1 April 2008:
 - (i) Social Workers (including Social Auxiliary Workers, Probation Officers and Assistant Probation Officers).
 - (ii) Community Development Practitioners (including Community Development Assistants).
 - (iii) Child and Youth Care Workers.
- (e) In accordance with Section 5 (6)(a) of the Public Service Act, 1994, PHSDSBC Resolution 1 of 2009 is deemed a determination made by the Minister for the Public Service and Administration (MPSA) in terms of Section 3 (5) of the Act.
- (f) PHSDSBC Resolution 1 and the MPSA's determination contained in this Circular apply to all those employees on salary level 1 to 12 who are covered by the scope of the relevant OSD and who are appointed in terms of the Public Service Act, 1994 and the Correctional Services Act, 1998. It includes all employees in the Departments of Correctional Services, Defence, Education and the South African Police Service who are appointed in terms of the Public Service Act, 1994.
- (g) The departments of Defence and the SA Police Service may also adopt the OSD. Should they decide to adopt the OSD the Ministers of Defence and Policy will be required to make an appropriate determination on an OSD for those employees on salary ranges 1 to 12 who fall within the scope of the OSD in their respective departments.
- (h) It is possible that the measures contained in this Circular (or Annexes thereto) may be erroneous or that errors may be made in the implementation of the measures. All affected employees must be informed in writing that errors would be rectified when they become known and that any amounts that have been overpaid or underpaid because of errors will be rectified (paid or recovered).
- (i) The measures set out in this circular will be implemented centrally. Should any problems arise with the implementation of the agreement and these measures, departments should approach **the dpsa** and or the Department of Social Development for assistance.

3. DETERMINATIONS WITH REGARD TO THE IMPLEMENTATION OF PHSDSBC RESOLUTION 1 OF 2009

- (a) To ensure proper implementation of the collective agreement the Minister for the Public Service and Administration has determined in accordance with Section 5. (6)(b) of the Act that the following measures apply:

- (i) The OSD for Social Workers set out in the document attached as Annexure B.
- (ii) The OSD for Community Development Practitioners as set out in the document attached as Annexure C.
- (iii) The OSD for Child and Youth Care Workers as set out in the document attached as Annexure D.
- (iv) That PSR Part V. C. (3) be suspended (withdrawn) for existing employees, or candidates to be appointed from outside the Public Service, in the following production and supervisory posts (and grades) in the OSD:
 - * Social Auxiliary Workers grades 1, 2 and 3.
 - * Social Worker grades 1, 2, 3 and 4.
 - * Social Work Supervisor grade 1.
 - * Social Work Policy Developer grades 1 and 2.
 - * Community Development Assistant grades 1, 2 and 3
 - * Community Development Practitioner grades 1, 2, 3 and 4.
 - * Community Development Supervisor Grade 1.
 - * Community Development Policy Developer grades 1, 2 and 3.
 - * Child and Youth Care Worker grades 1 and 2.
 - * Child and Youth Care Team leader grades 1 and 2.
 - * Child and Youth Care Supervisor Grade 1.
- (v) That all the determinations in the PSR with regard to job evaluation be suspended with regard to social service professions and occupations.
- (vi) That the salary scales and notches of the OSD for social service professions and occupations be adjusted with 10,5 % with effect from 1 July 2008 as set out in the document attached at Annexure E.
- (vii) That the monetary value of the cut-off points, in cases where benefits are based on cut-off points, on the 16-level salary grading system be maintained for social service professions and occupations.
- (viii) That posts can be advertised on the following basis:
 - * Posts can be advertised on the basis of the appointment requirements (i.e. statutory and experience requirements) attached to a **specific grade** in the post.

In such cases the appointment can be done on the specific grade if he/she complies with the stipulated criteria for the grade.

- * Posts can be advertised on the basis of the requirements (i.e. statutory and experience requirements) for **all** the production grades attached to the post with the view to appoint the designated candidate on the appropriate production grade based on his/her relevant experience.
- (ix) That appointments and advertisements in the period 1 April 2008 to 4 June 2009 be dealt with on the following basis:
- * The position of all employees appointed in this period should be reconsidered as if they were appointed under the measures in accordance with the OSD.
 - * Serving employees appointed in this period not in possession of the appointment/registration requirements set in the OSD will, as a once-off implementation measure, be translated to the appropriate salary scales. The effect is that the employees will be eligible for **grade progression** to higher grades in the post without having to obtain the relevant qualification. However, for higher or alternative posts these employees will have to comply with the requirements of the relevant posts.
 - * All advertisements already placed at 4 June 2009 should be finalised and the employees appointed under the OSD. In the case of advertisements of which the closing date has not yet passed, departments should amend the advertisements to be inline with the OSD through publishing an erratum. All advertisements placed after this date should be done in accordance with the OSD.
- (x) That departments must align their post establishments with the post structures contained in the OSD. All existing posts and all new posts to be created at all levels in future, **shall** only be created on the basis of the post designations and post class codes reflected in the OSD.
- (xi) That employees who do not comply with the prescribed qualifications or registration requirements to translate to the OSD and who have been translated as a once-off measure receive grade progression where provided but must comply with the requirements for higher posts.

- (xii) That the total salary package for the MMS in the OSD be split on a 70/30 basis for the structuring of the salary package and that the same principles applicable to the structuring of the package under the current MMS dispensation applies.
- (xiii) That the Code of Remuneration (CORE) for Social Workers, Social Auxiliary Workers, Community Development Workers and Child and Youth Care Workers (Core Codes 00811), as well as other related COREs, to the extent that it relates to the occupations covered by this OSD be abolished. This includes the **de-activation** of the relevant salary codes in the CORE.
- (xiv) That the OSD codes contained in the OSD for social service professions and occupations replace the salary codes in the respective COREs on the PERSAL system. These codes shall be utilised in future by all the affected departments.
- (xv) That with appointment/progression to a higher salary grade/post employees start on the minimum salary notch of the grade/post. However, where a serving employee is appointed/progresses from a salary grade/post to a higher salary grade/post, which overlaps with the existing grade/post of the employee, the employee must, upon appointment/progression to the higher post, gain at least one salary notch calculated from his/her current salary notch the - **appointment/ progression rule for serving employees**. No salary notches can be awarded in the case of horizontal transfers.
- (xvi) That employees in the social service professions and occupations will at the earliest qualify for grade progression with effect from 1 April 2013 based on the provision for accelerated grade progression (above average performance). Therefore, the performance cycles are from 1 April 2008 to 31 March 2009, 1 April 2009 to 31 March 2010, 1 April 2010 to 31 March 2011, 1 April 2011 to 31 March 2012 and 1 April 2012 to 31 March 2013.
- (xvii) That the 1st pay progression cycle for employees who are translated to the OSD commence on 1 April 2008 and run until 31 March 2010, with the next pay progression for qualifying employees to be awarded on 1 July 2010.
- (xviii) That the assessment of employees who are translated to the OSD for pay progression purposes be done in terms of departmental performance management systems.
- (xix) The pay progression cycle that ran from 1 April 2007 to 31 March 2008 be finalised as soon as possible. Employees will retain the grade progression granted on this date.

- (xx) That departments where social service professions occupations are not a core occupation the **dpsa**/Department of Social Development be approached for assistance with the manual translation of these employees.

4. **TRANSLATION OF SERVING EMPLOYEES TO THE OSD**

- (a) Translation of affected employees to the revised post structure contained in the relevant OSDs will, as indicated in PHSDSBC Resolution 1 of 2009 be executed in the following 2 (two) phases:
- (i) **Phase 1**
- Translation in terms of the translation keys for Phase 1 as set out in PHSDSBC Resolution 1 of 2009, which constitutes the minimum translation to the respective OSDs:
- (ii) **Phase 2**
- Recalculation of the salary position of employees who are translated in terms of Phase 1 to production and certain supervisory levels provided for in the OSDs based on the Phase 2 translation table attached to PHSDSBC Resolution 1 of 2009.
- (b) To ensure consistency and correct implementation of both phases, implementation will be done centrally, as indicated in paragraph 4.2 of PHSDSBC Resolution 1 of 2009 by a task team consisting of representatives from **the dpsa**, the Department of Social Development, provincial departments and other departments that utilises the relevant occupations. Full particulars on the approach to be followed during implementation will be provided in due course.
- (c) Phase 1 of the translation to the OSD **will be done** programmatically, by PERSAL. For this purpose it is very important that departments ensure that the existing salary and occupational classification codes for the relevant employees are correct on PERSAL.
- (d) Implementation will be done in the following phases:
- (i) **Phase A**
- * Alignment of the PERSAL system with the organisational (post) structure contained in the relevant OSD.
 - * Alignment of the post (organisational) establishment of each affected department with the OSD structure on PERSAL by converting the current post establishment in line with the post structure contained in the relevant OSD. Only filled and funded posts will be considered with this exercise.

- * **The dpsa** and the Department of Social Development are currently engaging PERSAL in this regard.

(ii) Phase B

- * Translation of the employees to appropriate posts on the Department's **revised** post establishments, and the awarding of a revised salary in terms of the Phase 1 translation keys attached to PHSDSBC Resolution 1 of 2009.
- * This phase will be done programmatically on the following basis:
 - Current posts will be identified according to the salary and occupational classification codes in the CORE. PERSAL will be informed to translate employees with these codes in the relevant departments (that utilise the professions and occupations) to the OSD.
 - In line with the MPSA's directive in paragraph 3. (xx) above departments, where social service professions and occupations are not a core occupation, should approach **the dpsa**/Department of Social Development for assistance with the manual translation of these employees.
- * Phase 1 constitutes a minimum translation of employees to the OSD.

(iii) Phase C

- * This phase will entail the recalculation of the salary position, of each employee on the basis of the employees experience in terms of the Phase 2 translation key attached to PHSDSBC Resolution 1 of 2009.
- * PERSAL will not be able to effect this phase of the translation programmatically. Translation in accordance with the second phase will therefore have to be done on an individual basis. Central implementation will be done by the Task Team referred to in paragraph 4. (b) above.
- * The purpose of this phase is to determine whether the employees would be eligible for a higher notch on the relevant scale attached to the specific post or for translation to a higher grade based on the recognition of

appropriate experience after complying with the registration requirement where applicable.

- * The re-calculation of appropriate experience for production and certain supervisory posts entails recognising only full year's service/experience gained in the relevant occupation (as on 31 March 2008) after complying with the relevant qualification/registration requirement.
 - * The recognition of relevant experience not reflected on the existing personnel record will be based on verified proof of such experience and verification will be undertaken at departmental level. Proof of experience must at the latest be submitted to the employer by 30 September 2009. Any submission received after this date will not be considered.
 - * If an employee is eligible for a higher notch on the scale attached to the specific production or supervisory grade or for translation to a higher salary grade (scale attached to the higher grade), than the notch awarded in terms of Phase B **then the higher notch or grade determined in terms of Phase C applies.**
- (b) The salaries of Public Servants were adjusted with 10.5% cost of living adjustment with effect from 1 July 2008. Implementation of the OSD has the effect that social service professions and occupations are on salary scales and notches that are different from the 16 salary ranges and the salary notches attached to them. The salary scales and notches determined for the OSD are therefore adjusted with 10.5 % with effect from 1 July 2008 on the basis as set out in Annexure E. This adjustment should be applied with due cognisance to DPSA Circular no 1 of 2008.
- (c) All phases will be done simultaneously, depending on the situation in a specific department.
- (d) Community Development Practitioners in possession of social worker qualifications and registration with the Council for Social Service Professions as Social Workers may make a once-off choice to remain in the dispensation for CDP or to be absorbed in the dispensation for Social Workers. Specific translation measures to address the unique position of employees that select to move to the social workers occupation were developed. In this translation measures 100% of Social Work experience and 33.3% of CDP experience will be recognised.

- (e) Comprehensive workshops at national and provincial level will be held where social workers will be informed of the determinations of the OSD.

5. **GENERAL**

- (a) The cost of the implementation of the OSD should be defrayed from the budgets of departments. If there are any shortfall additional funds must be obtained through the supplementary budget process.
- (b) This Circular must be read, interpreted and applied in conjunction with PSCBC Resolution 1 of 2007, and PHSDSBC Resolution 1 of 2009. If a particular provision in the Resolutions is not covered by the Minister for the Public Service and Administration's determination or dealt with in this Circular, the relevant provision in the said Resolutions apply unless departments are informed otherwise. If any situation exists that is not covered by this circular or the agreements the dpsa must be approached for a direction on the approach to be followed.

A handwritten signature in black ink, appearing to be 'M. M. M.', written over a horizontal line.

DIRECTOR-GENERAL

DATE: 03/08/2009