1. Departments will translate each affected employee to his/her correct notch/package, based on instruction (guidance) of the Task team led by the DPSA that will oversee implementation of the OSDs. This will entail the following (practical) processes:

   1.1 Departments must complete an **Individual form (template)** in respect of each employee to be translated. The following are mandatory fields to be completed:

   ❖ Personal details (including PERSAL number).

   ❖ Qualifications and/or registration details.

   ❖ Relevant (recognizable) experience.

   ❖ Position (post) on 30 June 2009.

   ❖ Salary notch/package on 30 June 2009.

   ❖ Occupational Classification CODEs (current and OSD).

   ❖ Rank codes (current and OSD).

   ❖ Name of Department and code

   ❖ **Pre OSD** notch/package on 1 July 2009 after cost of living adjustment and pay progression.

   ❖ If an employee is to be translated to an OSD total package – the macro benefits of the affected employees (or alternatively the value of payment of 37% in lieu of benefits) based on 1 July 2009 **pre OSD** notch/package.

   ❖ **Proposed** OSD position (post and grade) (after translation).

   ❖ **Proposed** OSD position notch/package (after translation).

   ❖ Signing-off by compiler/supervisor (at departmental level).

   1.2 Departments **must** summarise each completed Individual form into a Departmental Summary. The Summary will form the basis to implement revised notches/packages for the identified employees and to conduct a proper costing (per individual). Please note that 3

different **Departmental Summary** templates are provided. On the Departmental Summary, the following fields are mandatory:

- ❖ Name of Department.

- ❖ Personal details (including PERSAL number).

- ❖ Occupational Classification CODEs (current and OSD).

- ❖ Rank codes (current and OSD).

- ❖ Job Title codes (OSD).

- ❖ **Pre OSD** notch/package on 1 July 2009 after cost of living adjustment and pay progression.

- ❖ **Proposed** OSD position (post and grade) (after translation).

- ❖ **Proposed** OSD position notch/package (after translation).

- ❖ Signing-off by HR Manager and HoD (at departmental level).

1.3 The Task team led by the DPSA will conduct a sampling of at least 5% of the proposed translations by departments, as contained in individual forms and as captured in the Departmental Summary, before the summary is signed-off by all parties and the translation of employees can be done by departments – this includes the advising of the structuring of the package on the PERSAL system in respect of those employees who are to be translated to a total package.

1.4 Departments that employ a large number of different OSD categories are advised to complete the Departmental Summary forms in the following order:

- ❖ Specific occupation in a single Spreadsheet (e.g. Engineer);
- ❖ Salary level (from the lowest to the highest); and
- ❖ Notch/package (from minimum to maximum).

1.5 It is important hat the translation to the OSD is based on the proper recording of the translation. The completed Individual form will serve as record for this purpose, and must be filed accordingly on the employee's personal file (record).

1.6   The Individual and Departmental Summary templates (active Excel spreadsheets) were already made available to departments but may be requested from the DPSA Engineers and related occupations team.