



the dpsa

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TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

CIRCULAR 5 OF 2009

IMPLEMENTATION OF THE OCCUPATIONAL SPECIFIC DISPENSATIONS (OSDs) FOR ENGINEERS AND RELATED 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 per occupation, including a different number of notches per salary level 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 ENGINEERS AND RELATED PROFESSIONS AND OCCUPATIONS

- (a) In giving effect to the determinations in PSCBC Resolution 1 of 2007, on the implementation of OSDs, GPSSBC Resolutions 3, 4, 5, 6, 7, 8 and 9 of 2009 were concluded in the GPSSBC for an OSD for the following occupations with implementation effective from 1 July 2009:
- (i) Engineers (including Construction Project Managers);
 - (ii) Professional Surveyors, Quantity Surveyors, Architects, Town and Regional Planners, GISc Professionals and Scientists.
 - (iii) Technologists (including Engineering, Architectural, GISc, and Quantity Survey);
 - (iv) Technicians (including Engineering, Survey (Surveyor), Architectural (Draughtspersons), GISc and Scientific);
 - (v) Environmental and Biodiversity Officers; and
 - (i) All categories of Artisans.

(The different Resolutions (revised dispensations and translation keys) are voluminous and are therefore not attached to this Circular. Departments may access the Resolutions from the DPSSA's website).

- (b) The OSD for Engineers and related professions is only applicable to posts where it is an inherent requirement of the post that the incumbent of the post must maintain registration with the relevant Council as a professional. Environmental and Biodiversity Officers are not required to register with any Council/ statutory body.

Artisans are required to complete a trade test and obtain a relevant certificate.

- (c) The OSD for Engineers and related 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 Engineers and related 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 one and half percent (1.5%) increments between notches.
 - (v) 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.
 - (vi) 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.
 - (vii) Pay progression system as part of the career pathing model, allowing for a one and half percent (1.5%) increment every year for employees who comply with the qualifying criteria. Please note that the pay progression cycle does not affect the annual performance cycle.
 - (viii) 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.

- (ix) Dual career paths for production and policy developers.
 - (x) 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) (v) below).
 - (xi) The implementation of the OSD does not entail a general salary increase for employees in the relevant Engineers and related 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) In accordance with Section 5 (6)(a) of the Public Service Act, 1994, GPSSBC Resolutions 3, 4, 5, 6, 7, 8 and 9 of 2009 are deemed determinations made by the Minister for the Public Service and Administration (MPSA) in terms of Section 3 (5) of the Act.
 - (e) GPSSBC Resolution Resolutions 3, 4, 5, 6, 7, 8 and 9 of 2009 and the MPSA's determinations 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. This also 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.
 - (f) 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 Police will be required to make an appropriate determination on an OSD for those employees on salary ranges 1 to 12 and Senior Management Service (SMS) who fall within the scope of the OSD in their respective departments.
 - (g) It is possible that the measures contained in this Circular (or Annexures thereto) may be erroneous or that errors may be made in the implementation of these 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).

- (h) 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.

3. DETERMINATIONS WITH REGARD TO THE IMPLEMENTATION OF GPSSBC RESOLUTIONS 3, 4, 5, 6, 7, 8 AND 9 OF 2009

- (a) To ensure proper implementation of the collective agreements, 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 Engineers and related occupations as set out in the document attached as Annexure A.
- (ii) The OSD for Scientists and Scientific Technicians as set out in the document attached as Annexure B.
- (iii) The OSD for Artisans as set out in the document attached as Annexure C.
- (iv) The OSD for Environmental and Biodiversity Officers as set out in the document attached as Annexure D (Information on Biodiversity Officers to be forwarded to departments in due course).
- (v) 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:
 - ❖ Engineer, Grades 1, 2 and 3.
 - ❖ Professional Surveyor, Grades 1, 2 and 3.
 - ❖ Quantity Surveyor, Grades 1, 2 and 3.
 - ❖ Architect, Grades 1, 2 and 3.
 - ❖ Construction Project Manager, Grades 1, 2 and 3.
 - ❖ Town and Regional Planner, Grades 1, 2 and 3.
 - ❖ Professional GISc, Grades 1, 2 and 3.
 - ❖ Engineering Technologist, Grades 1, 2 and 3.
 - ❖ Architectural Technologist, Grades 1, 2 and 3.
 - ❖ GISc Technologist, Grades 1, 2 and 3.
 - ❖ Quantity Survey Technologist, Grades 1, 2 and 3.
 - ❖ Engineering Technician, Grades 1, 2 and 3.
 - ❖ Architectural Technician, Grades 1, 2 and 3.

- ❖ GISc Technician, Grades 1, 2 and 3.
 - ❖ Survey Technician (Surveyor), Grades 1, 2 and 3.
 - ❖ Scientist, Grades 1, 2 and 3.
 - ❖ Scientific Technician, Grades 1, 2 and 3.
 - ❖ Artisan, Grades 1, 2 and 3.
 - ❖ Artisan Foreman, Grades 1 and 2.
 - ❖ Environmental and Biodiversity Officers, Grades 1, 2 and 3.
 - ❖ Specialist production (Artisan).
 - ❖ Specialist production (Environmental and Biodiversity Officers).
- (vi) That all the determinations in the PSR with regard to job evaluation be suspended with regard to Engineers and related professions and occupations.
- (vii) That the salary scales and notches of the OSD for Engineers and related professions and occupations will be adjusted with an appropriate percentage in line with the negotiations at the PSCBC with effect from 1 July 2009.
- (viii) 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 Engineers and related professions and occupations.
- (ix) 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.
- (x) That appointments and advertisements in the period after 1 July 2009 be dealt with on the following bases:
- * 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 1 July 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.
- (xi) 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.
 - (xii) 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.
 - (xiii) That the total salary package for the MMS/ SMS in the OSD is 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 apply.
 - (xiv) That the Code of Remuneration (CORE) for Engineering related and Support personnel (Core Codes 00807), Artisan and support personnel (Core Codes 00806), Natural Sciences related and Support Personnel (Core Codes 00808) as well as other related COREs, to the extent that they relate to the occupations covered by this OSD be abolished. This includes the de-activation of the relevant salary codes in the CORE for Engineers, Construction Project Managers, Professional Surveyor, Quantity Surveyor, Architect, Town and Regional Planner, GISc Professional, Scientists, Engineering Technologist, Architectural Technologist, Quantity Survey Technologist, GISc Technologist, Engineering Technician, Architectural Technician, Survey Technician (Surveyor), GISc Technician, Scientific Technician, Environmental and Biodiversity Officers and Artisan.

- (xv) That the OSD codes contained in the OSD for Engineers and related 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.
- (xvi) 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 two salary notches 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.
- (xvii) That employees in the Engineers and related professions and occupations will at the earliest qualify for grade progressions with effect from 1 July 2013 based on the provision of accelerated grade progression (above average performance). Therefore, the performance cycles are from 1 April 2010 to 31 March 2011, 1 April 2011 to 31 March 2012 and 1 April 2012 to 31 March 2013. Some will only qualify in 2014 (Artisans and Environmental and Biodiversity Officers) and supervisory levels across all occupations in 2015.
- (xviii) That the 1st pay progression cycle for employees who are translated to the OSD commence on 1 April 2010 and runs until 31 March 2011, with the next pay progression for qualifying employees to be awarded on 1 July 2011.
- (xix) That the assessment of employees under the OSD for pay progression purposes be done in terms of departmental performance management system that is aligned to the PMDS.
- (xx) That the pay progression cycle that ran from 1 April 2008 to 31 March 2009 be finalised as soon as possible.
- (xxi) Departmental performance management systems will still apply until further notice.
- (xxii) That departments where Engineers and related professions occupations are not a core occupation, the dpsa 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 GPSSBC Resolutions 3, 4, 5, 6, 7 8 and 9 of 2009 be executed in the following three (3) phases:
- (i) Phase 1
- The translation of employees from their existing salaries (notches) to the next higher salary notch provided for on the revised OSD salary structure (1 July 2009).
- (ii) Phase 2
- The translation of employees from the first phase OSD scales (inclusive of cost-of-living adjustments with effect from 1 July 2009) to the next higher salary notch/packages provided for on the revised OSD salary structure based on a 3 notch progression adjustment on all categories, excluding Artisans (1 July 2010).
- (iii) Phase 3
- Recalculation of the salary position of employees in production grades on the respective salary grades based on their years of experience (1 July 2011).
- (b) To ensure consistency and correct implementation of all phases, implementation will be done centrally, as indicated in paragraph 13 of GPSSBC Resolutions 3, 4, 5, 6, 7, 8 and 9 of 2009 by a task team consisting of representatives of affected departments and the DPSA. 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. (This will be done after the signing-off of the employee information by the relevant Department, i.e. confirmation of the current role, in conjunction with the dpsa (confirmation of the correct OSD role).
- (d) Implementation will be done in the following phases:
- (vi) Phase A
- * Alignment of the PERSAL system with the organizational (post) structures contained in the relevant OSDs.

- * 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 should be considered with this exercise.
- * The dpsa is currently engaging PERSAL in this regard.

(vii) Phase B

- * Translation of employees to appropriate posts on departments' revised post establishments, and the awarding of a revised salary, in terms of the Phase 1 translation keys (attached to GPSSBC Resolutions 3, 4, 5, 6, 7, 8 and 9 of 2009).

This phase will be done programmatically on the following basis.

- Current posts should be identified according to the occupational classification and salary codes in the relevant core as well as the department where the posts appear. Employees that comply with the above-mentioned requirements should be translated in accordance with the Phase 1 translation key.
 - The organisational codes for the OSD should only be open for the departments after the finalization of the verification process currently underway and upon advice from the DPSA.
- * Phase 1 constitutes a minimum translation to the OSD for employees who translate to the OSD. Please note the steps for this phase in Annexure E.

(viii) Phase C

This phase will entail the translation of employees from the first phase OSD scales (inclusive of cost-of-living adjustments with effect from 1 July 2009) to the next higher salary notch/packages provided for on the revised OSD salary structure based on a 3 notch progression adjustment on all categories, excluding Artisans with effect from 1 July 2010.

(ix) Phase D

- * This phase will be implemented with effect from 1 July 2011 and it entails 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 GPSSBC Resolutions 3, 4, 5, 6, 7, 8 and 9 of 2009.

- * PERSAL will not be able to effect this phase of the translation programmatically. Translation in accordance with this 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 posts entails recognising only full year's service/ experience (i.e. a single notch for every two years of service) gained in the relevant occupation (as at 30 June 2011) after complying with the relevant qualification/ registration requirement. Further details will be communicated later.
 - * 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 June 2011. Any submission received after this date will not be considered.
 - * If the employee is eligible for a higher salary notch on the salary scale attached to the specific production, then the appropriate higher notch or grade determined in terms of Phase D will apply.
- (b) The salaries of Public Servants will be adjusted with a cost of living adjustment with effect from 1 July 2009 as per the PSCBC process; therefore this would have to be factored into the OSD salary scales. Implementation of the OSD has the effect that Engineering and related professions and occupations are on salary scales and notches that are different from the 16 salary ranges and the salary notches attached to them. **(Refer to Annexure G to Circular 3 of 2009 for adjusted salary scales for Engineers and related occupations).**
- (c) Departments should also finalise the awarding of any outstanding pay progression as a matter of urgency.
- (d) The relevant phases will be done following each other as indicated in paragraph 4(c) above, depending on the available capacity and organisational set-up in a specific department.

- (e) Comprehensive workshops at national and provincial level will be held where engineering and related occupations 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 GPSSBC Resolutions 3, 4, 5, 6, 7, 8 and 9 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 applies 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.
- (c) **Due to the fact that the PERSAL system will at the earliest only be ready in October/November 2009, the annual cost-of-living adjustment with effect from 1 July 2009 will in the meantime be implemented for affected employees on salary levels 1 to 12 (on their existing grading system). The scales contained in the OSD will be adjusted accordingly to reflect (contain) the recent cost-of-living adjustment.**


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DIRECTOR-GENERAL

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