



the dpsa

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Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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File : 18/1/P

TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

CIRCULAR NO. 18 OF 2022 (UPDATED)

IMPLEMENTATION OF BIENNIAL PAY PROGRESSION FOR QUALIFYING EMPLOYEES: 1 JULY 2021

INTRODUCTION

1. Departments are advised that the DPSA Circular 18 of 2022, dated 17 May 2022 has been withdrawn and is substituted by this Circular.
2. Paragraph 6 of the DPSA Circular No. 21 of 2021 provide that *"In a number of Occupation Specific Dispensations employees qualify for biennial pay progression of 3%. In terms of clause 4.2 of Resolution 1 of 2021 "Biennial pay progression of 3% shall still apply to those employees who qualify in terms of the Sectoral agreements, however in the event that an employee is eligible for 3% in 2022 and he/she would have received 1.5% in 2021, the remainder of the 1.5% will be implemented in 2022". In line with this provision, employees in these OSDs who qualify for pay progression in 2022 will receive the 1.5% adjustment as part of the adjustment of the salary scales mentioned above. Those employees who would have received a 3% adjustment as part of pay progression in 2021, will receive the 1.5% adjustment as part of the revised salary key scales and a further adjustment of 1.5%, backdated to 1 July 2021, in a manner to be announced as soon as possible"*.
3. This Circular provides further guidance on the implementation of additional salary notches for the Nursing, Social Services, Medical Officers, Medical Specialists, Dentists, Dental Specialists, Pharmacologists, Pharmacists Pharmacy Assistants and Emergency Care Practitioners Occupational Specific Dispensations (OSDs), qualifying for biennial pay progression.

OSD RELATED PAY PROGRESSION

4. In terms of the collective agreements for Nursing, Social Services, Medical Officers, Medical Specialists, Dentists, Dental Specialists, Pharmacologists, Pharmacists Pharmacy Assistants and Emergency Care Practitioners, **some** employees are eligible to receive a 3% notch increment every second (2nd) year, subject to meeting all the requirements of pay progression. Pursuant to the above and in effecting PSCBC Resolution 1 of 2021, some officials covered by the relevant Dispensations received a 1.5% notch increment with effect from 1 July 2021 including those employees who ought to have received a 3% notch increment.
5. Communique with regard to the payment of the said 1.5% to officials within the Social Services and Nursing OSDs has already been done through Circular 18 of 2022, dated 17 May 2022. In order to cover other categories of employees who also qualify for biennial pay progression, Departments are advised that the initial Circular 18 of 2022 has been updated and substituted by this Circular. Circular 18 of 2022 was **updated** to also mention some employees within the OSD for Medical Officers, Medical Specialists, Dentists, Dental Specialists, Pharmacologists, Pharmacists, Pharmacy Assistants and Emergency Care Practitioners, who in terms of DPSA Circular 18/2/P dated 28 November 2011 also qualify for the payment of the outstanding 1.5% in lieu of annual and biennial (two-yearly pay progression) in terms of the relevant OSD as per the provisions contained in the relevant sectoral agreements.
6. Departments were advised in terms of Circular 18 of 2022 to manually implement the outstanding 1.5% in the Nursing and Social Services OSDs, with effect from 1 July 2021. Subsequently, salary scale tables for Nursing and Social Services OSDs were adjusted and additional salary notches added to allow for the implementation of the 1.5% notch increase/s for qualifying individuals. Applicable minimum and maximum notches for each of the affected ranks were also updated.
7. Therefore, noting DPSA Circular dated 28 November 2011 (attached), affected departments are advised to also manually implement the outstanding 1.5% pay progression for qualifying employees in the Medical Officers, Medical Specialists, Dentists, Dental Specialists, Pharmacologists, Pharmacists and Emergency Care Practitioners OSD, with effect from 1 July 2021. The salary scale tables for Medical Officers, Medical Specialists, Dentists, Dental Specialists, Pharmacologists, Pharmacists and Emergency Care Practitioners OSD already allow for the implementation of the 1.5% notch increase/s for qualifying individuals.
8. Individuals qualifying for a 3% increase with effect from 1 July 2022, should receive the additional 1.5% with effect from 1 July 2022.
9. Departments are urged to ensure that no extra 1.5% is payable to employees to avoid so called "*double dipping*".
10. Note should also be taken that not all categories of employees covered under the scope of the collective agreements for Medical Officers, Medical Specialists, Dentists, Dental Specialists, Pharmacologists, Pharmacists and Emergency Care Practitioners Occupational Specific Dispensations qualify for the awarding of the 3% pay progression alluded to in this Circular. Therefore, this Circular would not apply

to those categories of employees who qualify for the 1.5% pay progression per annum.

OSD AND NON-OSD RELATED GRADE/ ACCELERATED GRADE PROGRESSION


11. The implementation of grade or accelerated grade progression for employees on salary levels 1 to 12 not covered by OSDs and the relevant sectoral agreements for those occupations covered by OSDs must be effected in terms of the relevant collective agreements. The Departments are still required to complete all PMDS processes for 2020/21 and 2021/22 performance cycles as required and all records must be kept.

GENERAL

12. Due to coding and validation complexities in PERSAL, it took approximately four (4) working weeks to implement coding for Nursing followed by Social Services OSD. Thereafter, the affected/relevant departments had to be advised as and when to capture the remainder of the 1.5% for eligible employees.
13. As indicated in paragraph 7 above, Salary scale tables for Medical Officers, Medical Specialists, Dentists, Dental Specialists, Pharmacologists, Pharmacists and Emergency Care Practitioners OSD already allow for the implementation of the 1.5% notch increase/s for qualifying individuals. Therefore, there is no additional coding (or further work) required on PERSAL. However, the DPSA has since updated the translation keys to also reflect the 1.5% for some categories of occupations, notably Emergency Care Officers/Technicians. The DPSA translation keys on the website have also been updated accordingly and are attached to this Circular.
14. In addition, the DPSA has also updated the translation keys for Nursing and Social Services OSDs by removing the maximum notch above each grade, which provides for a 1.5% above each of the grades. Therefore, once an employee reaches the maximum notch of a grade, he/she does not qualify for pay progression.
15. Noting the lessons learnt from the implementation of the Nursing and Social Services biennial pay progression, the DPSA wishes to address/clarify some of the following pertinent issues that it has been inundated with since Circular 18 of 2021 was issued:
 - 15.1 Accelerated pay progression should still be awarded for qualifying OSD employees in line with the relevant sectoral agreements and the 2019 Incentive Policy Framework. Neither PSCBC Resolution 1 of 2021, Circulars 21 of 2021 nor 18 of 2022 amended such provisions.
 - 15.2 Similarly, in line with the relevant sectoral agreements, (accelerated) grade progression should be awarded, where applicable, as both PSCBC Resolution 1 of 2021 and DPSA Circular 21 of 2021 do not amend the relevant provisions providing for such benefits.

- 15.3 The implementation of (accelerated) pay progression would involve reconciliation of any applicable adjustments done on the salary scales, whether underpayment or overpayment and resulting in the correct notches being utilised after the awarding of the applicable (accelerated) pay progression for eligible employees.
- 15.4 It is critical for affected departments to record the correct event (reason) on PERSAL to ensure that there is proper record of transactions reflecting on employees' service records.
- 15.5 Note should be taken that the 1.5% awarded on 1 July 2021 is considered as a once-off event that address pay progression, as indicated in the relevant collective agreement. However, the said 1.5% was a once-off "**special pay progression**" and therefore does not impact or affect the awarding of grade progression during the same performance cycle/financial year. This, therefore implies that if employees qualify for both grade and pay progression, such employees should be awarded accordingly, albeit with proper reconciliation of the transactions.
- 15.6 However, it should also be noted that the awarding of grade progression (either normal or accelerated) may result in employee not receiving pay progression depending on the date that grade progression is awarded (e.g., if an employee qualifies for grade progression on or after 1 July of the year (date for the implementation of pay progression), such an employee would automatically move to the higher salary scale obtained in terms of grade progression as opposed to being awarded a lower salary scale as a result of pay progression.
16. In the event of over or underpayments as a result of the implementation of this Circular, departments must inform affected employees, in writing, that such errors will be rectified.
17. Should any problems arise with the implementation of this Circular, departments should approach the DPSA for assistance.
18. The provisions of the Public Service Regulations and specifically Regulation 6(2) provide that an employee **shall direct to his or her head of department** any enquiry on a matter that falls within the functions of the Minister for the Public Service and Administration. Therefore, employees must address their enquiries to the relevant department for assistance.

Kind regards


Ms. Yoliswa Makhasi
Director-General
Date: 03/08/2022



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File : 18/2/P

TO ALL HEADS OF THE –

NATIONAL DEPARTMENT OF HEALTH
PROVINCIAL DEPARTMENTS OF HEALTH
~~DEPARTMENT OF CORRECTIONAL SERVICES~~
DEPARTMENT OF DEFENCE AND MILITARY VETERANS

ANNUAL AND BIENNIAL (TWO-YEARLY) PAY PROGRESSION: OSD FOR MEDICAL OFFICERS, DENTISTS, MEDICAL/DENTAL SPECIALISTS, PHARMACISTS, PHARMACIST'S ASSISTANTS AND EMERGENCY SERVICES PERSONNEL

1. The DPSA's letter 18/2/P dated 14 May 2010 regarding annual and biennial (two-yearly) pay progression in the OSD for Medical Officers, Medical Specialists, Dentists, Dental Specialists, Pharmacologists, Pharmacists and Emergency Care Practitioners refers.
2. It was indicated in the above mentioned letter that the possibility existed that the categories (posts/grades) for biennial pay progression might change, depending the outcome of negotiations with organised labour in the PHSDSBC regarding a possible revised salary dispensation for those OSD categories of staff ring-fenced in the Addendum to PHSDSBC Resolution 3 of 2009.
3. The categories to which annual and biennial (two-yearly) pay progression apply, as contained in the letter referred to above, have indeed changed with conclusion of PHSDSBC Resolution 1 of 2010 (so-called Addendum agreement). Subsequently, annual or biennial pay progression apply as follows in terms of PHSDSBC Resolution 1 of 2010 with effect from 1 April 2010:
 - 3.1. Annual pay progression apply to all categories (posts/grades) for the following occupations
 - 3.1.1 Medical Officer
 - 3.1.2 Dentist
 - 3.1.3 Medical Specialist

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- 3.1.4 Dental Specialist
- 3.1.5 Stomatologist
- 3.1.6 Clinical Pharmacologist
- 3.1.7 Non-Clinical Medical Managers
- 3.1.8 Non-Clinical Dental Managers
- 3.1.9 Pharmacist

3.2. Pharmacist Assistant

| | Annual pay progression | Biennial pay progression |
|---|--|---|
| 1 | Pharmacist Assistant (Basic) Grades 1, 2 and 3 | Pharmacist Assistant (Post Basic) Grade 1 |
| 2 | Pharmacist Assistant (Post Basic) Grades 2 and 3 | |

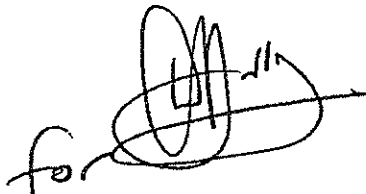
3.3. Emergency services personnel (production and supervisory/managerial levels)

| | Annual pay progression | Biennial pay progression |
|---|---|-----------------------------------|
| 1 | Emergency Care Officer Grades 1, 2, 4 and 5 | Emergency Care Officer Grade 3 |
| 2 | Emergency Care Technician Grades 2 and 3 | Emergency Care Technician Grade 1 |
| 3 | Paramedic Grades 3 and 4 | Paramedic Grades 1 and 2 |
| 4 | EMS Shift Leader (all Grades) | |
| 5 | EMS Station Manager (all Grades) | |
| 6 | EMS Sub-District Manager (all Grades) | |
| 7 | EMS District Manager (all Grades) | |
| 8 | EMS Operational Manager (all Grades) | |
| 9 | EMS Provincial Manager (all Grades) | |

3.4. Emergency services personnel (Lecturing)

| | Annual pay progression | Biennial pay progression |
|---|--|---|
| 1 | EMS Lecturer (AEA) Grades 2 and 3 | EMS Lecturer (AEA) Grade 1 |
| 2 | EMS Lecturer (ECT) Grades 2 and 3 | EMS Lecturer (ECT) Grade 1 |
| 3 | EMS Lecturer (Paramedic) Grades 3 and 4 | EMS Lecturer (Paramedic) Grades 1 and 2 |
| 4 | EMS Course Co-ordinator (all Grades) | |
| 5 | Deputy Principal EMS Training College (all Grades) | |
| 6 | Principal EMS Training College (all Grades) | |
| 7 | EMS District Manager (all Grades) | |
| 8 | EMS Operational Manager (all Grades) | |
| 9 | EMS Provincial Manager (all Grades) | |

4. The pay progression for employees in the OSD posts Registrar (Medical), Registrar (Dental), Senior Registrar (Medical) and Senior Registrar (Dental) is based on successful completion of prescribed academic years. Therefore, annual or biennial periods, as required for the other OSD posts, do not apply to them.
5. Departments should note that the amendment from biennial to annual pay progression with effect from 1 April 2010 for certain categories, had the result that affected employees who initially would have qualified for pay progression with effect from 1 July 2011 (per the biennial arrangements), qualified for annual pay progression with effect from 1 July 2010 (per the revised arrangement).



DIRECTOR-GENERAL

DATE: 28/11/2011



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**NATIONAL DEPARTMENT OF HEALTH
PROVINCIAL DEPARTMENTS OF HEALTH
DEPARTMENT OF CORRECTIONAL SERVICES
DEPARTMENT OF DEFENCE AND MILITARY VETERANS**

ANNUAL AND BIENNIAL (TWO-YEARLY PAY PROGRESSION): OSD FOR MEDICAL OFFICERS, DENTISTS, MEDICAL/DENTAL SPECIALISTS, PHARMACISTS, PHARMACIST'S ASSISTANTS AND EMERGENCY SERVICES PERSONNEL

Purpose

1. The purpose of this letter is to identify the OSD posts (and where applicable grades) to which annual or biennial pay progression apply.

Background

2. PHSDCBC Resolution 3 of 2009 (clause 4.1.6) caters for the introduction of biennial pay progression based on 3% or annual pay progression based on 1.5% of basic salary (packages in respect of those remunerated by means of total packages).
3. The following was further clarified in paragraph 15 of dpsa Circular4 of 2009 (dated 19 October 2009):
 - 3.1. The pay progression cycle has been amended for certain categories of employees from annual to biennial pay progression.
 - 3.2. The Minister for the Public Service and Administration directed that the biennial pay progression cycle for affected employees commenced on 1 April 2009 and runs until 31 March 2011, with the next pay progression for qualifying employees to be awarded on 1 July 2011.

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Discussion

4. The OSD posts (and where applicable grades) to which annual or biennial pay progression apply are as follows:

4.1. Medical Officer

| | Annual pay progression | Biennial pay progression |
|---|---|---------------------------------|
| 1 | Medical Officer (Intern) | Medical Officer Grades 1 and 2 |
| 2 | Medical Officer Grade 3 | |
| 3 | Clinical Manager (Medical) Grades 1 and 2 | |

4.2. Dentist

| | Annual pay progression | Biennial pay progression |
|---|---|---------------------------------|
| 1 | Dentist Grade 3 | Dentist Grades 1 and 2 |
| 2 | Clinical Manager (Dentist) Grades 1 and 2 | |

4.3. Medical and Dental Specialist

| | Annual pay progression | Biennial pay progression |
|---|--|---------------------------------|
| 1 | Medical Specialist Grades 1, 2 and 3 | |
| 2 | Dental Specialist Grades 1, 2 and 3 | |
| 3 | Clinical Pharmacologist Grades 1, 2 and 3 | |
| 4 | Stomatologist Grades 1, 2 and 3 | |
| 5 | Medical Specialist (Sub-Specialty) Grades 1, 2 and 3 | |
| 6 | Dental Specialist Grades (Sub-Specialty) 1, 2 and 3 | |
| 7 | Head: Clinical Unit Grades 1 and 2 | |

| | | |
|---|--|--|
| 8 | Head: Clinical Department Grades 1 and 2 | |
|---|--|--|

4.4. Non-Clinical Medical and Dental Managers

| | Annual pay progression | Biennial pay progression |
|---|-------------------------------------|--------------------------|
| 1 | Assistant Manager: Medical Services | |
| 2 | Assistant Manager: Dental Services | |
| 3 | Manager: Medical Services | |
| 4 | Manager: Dental Services | |
| 5 | Senior Manager: Medical Services | |
| 6 | Senior Manager: Dental Services | |
| 7 | General Manager: Medical Services | |
| 8 | General Manager: Dental Services | |

4.5. Pharmacist Assistant

| | Annual pay progression | Biennial pay progression |
|---|--|---|
| 1 | Pharmacist Assistant (Basic) Grades 1, 2 and 3 | Pharmacist Assistant (Post Basic) Grade 1 |
| 2 | Pharmacist Assistant (Post Basic) Grades 2 and 3 | |

4.6. Pharmacist

| | Annual pay progression | Biennial pay progression |
|---|--|-------------------------------|
| 1 | Pharmacist Grades 2 and 3 | Pharmacist Grade 1 |
| 2 | Pharmacist Supervisor Grade 2 | Pharmacist Supervisor Grade 1 |
| 3 | Assistant Manager: Pharmaceutical Services | |
| 4 | Deputy Manager: Pharmaceutical | |

| | | |
|---|--|--|
| | Services | |
| 5 | Manager: Pharmaceutical Services | |
| 6 | Clinical Pharmacist Grades 1 and 2 | |
| 7 | Pharmaceutical Policy Specialist Grades 1 and 2 | |
| 8 | Senior Pharmaceutical Policy Specialist | |

4.7. Emergency services personnel (production and supervisory/managerial levels)

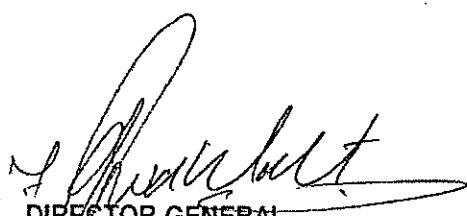
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| 5 | EMS Station Manager (all Grades) | |
| 6 | EMS Sub-District Manager (all Grades) | |
| 7 | EMS District Manager (all Grades) | |
| 8 | EMS Operational Manager (all Grades) | |
| 9 | EMS Provincial Manager (all Grades) | |

4.8. Emergency services personnel (Lecturing)

| | Annual pay progression | Biennial pay progression |
|---|---|---|
| 1 | EMS Lecturer (AEA) Grades 2 and 3 | EMS Lecturer (AEA) Grade 1 |
| 2 | EMS Lecturer (ECT) Grades 2 and 3 | EMS Lecturer (ECT) Grade 1 |
| 3 | EMS Lecturer (Paramedic) Grades 3 and 4 | EMS Lecturer (Paramedic) Grades 1 and 2 |

| | | |
|---|--|--|
| 4 | EMS Course Co-ordinator (all Grades) | |
| 5 | Deputy Principal EMS Training College (all Grades) | |
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| 7 | EMS District Manager (all Grades) | |
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5. It should be noted that the pay progression for employees in the OSD posts Registrar (Medical), Registrar (Dental), Senior Registrar (Medical) and Senior Registrar (Dental) is based on successful completion of prescribed academic years - therefore not based on completion of annual or biennial periods as required for the other OSD posts.
6. The next pay progression for employees eligible for annual pay progression, therefore, will be awarded with effect from 1 July 2010, whereas the next pay progression for those employees eligible for biennial pay progression will be awarded with effect from 1 July 2011.
7. The possibility exists that the categories for biennial pay progression may change, depending the outcome of current negotiations with organised labour in the PHSDSBC regarding a (possible) revised salary dispensation for those OSD categories ring-fenced in the Addendum to PHSDSBC Resolution 3 of 2009. Departments will be informed accordingly.


DIRECTOR-GENERAL
DATE: 14/05/2010.