



the dpsa

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TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

CIRCULAR NO. 18 OF 2022

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

INTRODUCTION

1. 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”.*
2. This Circular provides guidance on the implementation of additional salary notches for the Nursing and Social Services Occupational Specific Dispensations (OSDs), qualifying for biennial pay progression.

OSD RELATED PAY PROGRESSION

3. In terms of the collective agreements for the Nursing and Social Services OSDs, employees are eligible to receive a 3% notch increment every second (2nd) year, subject to meeting all the requirements for the awarding of pay progression. In effecting PSCBC Resolution 1 of 2021, employees already received a 1.5% notch increment with effect from 1 July 2021, which should be interpreted as the receipt of one (1) notch.
4. Departments should manually implement the outstanding 1.5% pay progression for qualifying employees in the Nursing and Social Services OSDs, with effect from 1 July 2021.
5. Individuals qualifying for a 3% increase with effect from 1 July 2022, should receive the additional 1.5% with effect from 1 July 2022.
6. 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 have also been updated.
7. Departments are urged to ensure that no extra 1.5% is payable to employees to avoid so called "*double dipping*".

OSD AND NON-OSD RELATED GRADE/ ACCELERATED GRADE PROGRESSION

8. 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

9. Due to coding and validation complexities in PERSAL, it is estimated that this exercise will take approximately four (4) working weeks to implement coding for Nursing OSD followed by Social Services OSD. Thereafter, the **affected/relevant** departments will be advised as and when to capture the remainder of the 1.5% for eligible employees.
10. 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.
11. Should any problems arise with the implementation of this Circular, departments should approach the DPSA for assistance.

12. 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: Department of Public Service and Administration

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