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PROVINSIALE ADMINISTRASIE WES-KAAP  
**Onderwysdepartement**  
PROVINCIAL ADMINISTRATION WESTERN CAPE  
**Education Department**  
ULAWULO L.WEPHONDO LENTSHONA KOLO  
**ISebe leMfundo**

CIRCULAR 0143/99

*Nolani*

*BM*

TO:

ALL CHIEF DIRECTORS, DIRECTORS, DEPUTY DIRECTORS, AREA AND CIRCUIT MANAGERS AND HEADS OF ALL EDUCATIONAL INSTITUTIONS

### IMPROVEMENT IN CONDITIONS OF SERVICE FROM 1 JULY 1999 FOR PUBLIC SERVICE

1. After numerous attempts by the State as Employer to reach an agreement in the Public Service Co-ordinating Bargaining Council (PSCBC) on improvements in conditions of service for personnel employed under the Public Service Act, 1994 (as amended) for the 1999/2000 financial year, the Government has decided to implement the final salary offer which it tabled in the PSCBC.
2. This offer provides for a differentiated adjustment up to salary level 12, as well as an adjustment for personnel on salary levels 13 and 14 who are classified as professionals, to be implemented with effect from 1 July 1999 in respect of all personnel on salary key scale which was implemented with effect from 1 July 1998.
3. The adjustment of the salaries for personnel on salary levels 13 to 16 who are classified as Senior Managers in the Public Service, and who therefore entered into a performance agreement with the Employer, was excluded from the Government's final salary offer in the PSCBC.

### SCOPE OF APPLICABILITY

4. With the exception of the personnel groups mentioned in paragraph 5, the salary adjustments in this circular apply to officers and employees who were in service on the date of implementation of the adjustments or have been appointed since then, unless indicated otherwise.

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5. The measures contained in this circular do not apply to the personnel groups listed below. The (possible) adjustment of salaries of these personnel groups, or the implementation/adjustment of the formulae to accommodate such improvements, is being dealt with separately and where applicable, particulars thereof will be announced as soon as possible by the authorities concerned:-
- (a) Personnel of Sheltered Employment Factories and Workshops for the Blind;
  - (b) CS Educators;
  - (c) Personnel employed under the South African Police Service Act, 1995;
  - (d) Personnel of the scientific councils (CSIR, MINTEK, HSRC, MRC, ARC, SABS, FRD and CGS);
  - (e) Personnel of certain institutions linked to the Department of Arts, Culture, Science and Technology; and
  - (f) Personnel of the councils for the performing arts.

#### IMPLEMENTATION

6. The Minister for the Public Service and Administration has approved that the following adjustments be effected from 1 July 1996:
- (a) The adjustment of salaries of all full-time personnel who are on salary notches on the salary key scale implemented with effect from 1 July 1998 up to salary level 12 as well as personnel on salary levels 13 and 14 who are classified as professionals, in accordance with the translation key attached as Annexure A.
  - (b) The adjustment of the salaries of the following personnel in accordance with the translation key attached as Annexure B:
    - Part-time personnel employed on a 5/8 basis
    - Part-time personnel employed on a 6/8 basis.

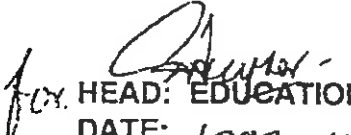
#### MEASURES THAT MUST BE COMPLIED WITH WHEN TRANSLATING PERSONNEL

7. Those employees on personal salary scales or notches on the salary key scale which applied on 30 June 1996 are offered the option of being translated to the revised salary grading system. For this purpose Annexure C has been attached.

8. Personnel who are on personal salary scales on the salary key scale which applied on 30 June 1996 and who qualify for an annual notch increment on 1 July, but who will be translated to the new grading system, will not receive the annual notch increment of 1 July 1998 before translation to the new grading system.

#### GENERAL

9. It is possible that the measures in this circular may be erroneous or that errors have been made in the implementation of the measures. Errors will be rectified when they come to light and any amounts that have been overpaid or underpaid because of errors will be adjusted.
10. The contents of this circular must be brought to the attention of all staff members.

  
f.ox. HEAD: EDUCATION  
DATE: 1999-12-02

ANNEXURE C

(PERSAL NO. ....)

DIRECTOR-GENERAL: .....

**DECLARATION IN RESPECT OF PERSONNEL WHO ARE CURRENTLY ON PERSONAL SALARY SCALES OR FIXED PERSONAL SALARY NOTCHES ON THE SALARY KEY SCALE WHICH APPLIED ON 30 JUNE 1996, FOR TRANSLATION TO THE SALARY GRADING SYSTEM**

Note

This declaration must be completed with due regard to the Department of Public Service and Administration's circular minute 1/2/1/P of 11 January 1999.

Personnel must choose either paragraph 1 or paragraph 2 below and delete the paragraph which is not applicable.

1. I ..... (full name) (ID Number: ..... ) hereby choose to be translated to the revised salary grading system with effect from 1 July 1999. I realize that this choice means that I will be translated to the same salary range or level as other personnel holding the same rank in the same occupational class as myself who are or were remunerated according to the standard salary range or level attached to the relevant post or rank, and that I will be treated similarly to such personnel. I further renounce all claims that I might have for annual notch increments on the personal salary scale that applied to me on 30 June 1999.

2. I ..... (full name) (ID Number: ..... ) hereby choose to retain my personal salary scale and incremental date, if any, which are/were applicable to me on 30 June 1998. I realize that this choice means that I will receive no salary adjustment with effect from 1 July 1998 (except an annual notch increment within the limits of my personal salary scale where the incremental date is 1 July).

Signed on this ..... day of ..... 19..... at .....

\_\_\_\_\_  
SIGNATURE

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WESTERN CAPE EDUCATION DEPARTMENT

ANNEXURE A

13 (Professionals)	179 919	187 113	112 452	118 943
	187 407	194 901	117 132	121 812
	195 234	203 043	122 022	126 900
14 (Professionals)	207 249	215 538	129 531	134 709
	218 025	226 746	136 266	141 714
	229 188	238 353	143 244	148 968

WESTERN CAPE EDUCATION DEPARTMENT

ANNEXURE B

TRANSLATION KEY WITH EFFECT FROM 1 JULY 1998: 5/8 AND 6/8 NOTCHES

SALARY LEVEL	SALARY NOTCHES 1 JULY 1998 (R.p.a.)	SALARY NOTCHES 1 JULY 1999 (R.p.a.)	5/8 SALARY NOTCHES 1 JULY 1998 (R.p.a.)	5/8 SALARY NOTCHES 1 JULY 1999 (R.p.a.)	6/8 SALARY NOTCHES 1 JULY 1998 (R.p.a.)	6/8 SALARY NOTCHES 1 JULY 1999 (R.p.a.)
1	20 997	22 464	13 125	14 040	15 750	16 848
	21 288	22 776	13 305	14 235	15 966	17 082
	21 573	23 082	13 485	14 424	16 182	17 310
2	22 254	23 811	13 911	14 880	16 692	17 856
	23 739	25 398	14 838	15 873	17 805	19 047
	24 387	26 094	15 243	16 308	18 291	19 569
	25 392	27 168	15 870	16 980	19 044	20 376
3	25 902	27 714	16 191	17 319	19 428	20 784
	27 444	29 172	17 154	18 231	20 583	21 879
	28 647	30 450	17 907	19 029	21 486	22 836
	29 913	31 797	18 696	19 872	22 437	23 847
4	30 594	32 520	19 122	20 325	22 947	24 390
	32 511	34 557	20 322	21 597	24 384	25 917
	33 639	35 757	21 027	22 347	25 230	26 817
	34 830	37 023	21 771	23 139	26 124	27 765
5	35 310	37 533	22 071	23 457	26 484	28 149
	36 477	38 775	22 800	24 234	27 360	29 079
	38 460	40 881	24 039	25 548	28 845	30 660
	39 912	42 426	24 945	26 514	29 934	31 818
	41 439	44 049	25 902	27 526	31 080	33 036
	42 111	44 763	26 322	27 975	31 584	33 570
	43 605	46 350	27 255	28 968	32 706	34 761
	45 096	47 937	28 185	29 958	33 822	35 952

2

SALARY LEVEL	SALARY NOTCHES 1 JULY 1998 (R.p.a.)	SALARY NOTCHES 1 JULY 1999 (R.p.a.)	5/8 SALARY NOTCHES 1 JULY 1998 (R.p.a.)	5/8 SALARY NOTCHES 1 JULY 1999 (R.p.a.)	6/8 SALARY NOTCHES 1 JULY 1998 (R.p.a.)	6/8 SALARY NOTCHES 1 JULY 1999 (R.p.a.)
6	47 613	50 610	29 760	31 629	35 712	37 956
	50 442	53 619	31 527	33 510	37 833	40 212
	53 361	56 721	33 351	35 448	40 023	42 540
7	55 176	58 650	34 485	36 654		
	59 307	63 042	37 068	39 399		
	62 244	66 165	38 904	41 352		
	65 289	69 402	40 806	43 374		
8	66 666	70 863	41 667	44 289		
	69 642	74 028	43 527	46 266		
	74 211	78 291	46 383	48 930		
	78 201	82 500	48 876	51 561		
9	82 305	86 829	51 441	54 267		
	84 714	89 373	52 947	55 857		
	89 454	93 924	55 911	58 701		
	92 781	97 419	57 990	60 885		
	96 102	100 905	60 066	63 063		
10	99 429	104 400	62 145	65 250		
	102 753	107 889	64 221	67 428		
	104 775	119 913	65 487	68 757		
	108 060	113 463	67 539	70 914		
11	111 654	117 234	69 786	73 269		
	116 463	122 286	72 792	76 428		
	121 269	127 332	75 795	79 581		
	125 715	132 000	78 573	82 500		
12	130 878	136 767	81 801	85 479		
	140 007	146 307	87 507	91 440		
	149 145	155 856	93 216	97 410		
12	158 277	164 607	98 925	102 879		
	167 172	173 856	104 484	108 660		
	176 121	183 165	110 076	114 477		