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Circular: 0045/2022
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Principals and Chairpersons of governing bodies of public schools, and recognised employee parties

Short summary: *Improved conditions of service for employees (salary levels 1 to 12).*

Subject: Improvements in conditions of service for employees on salary levels 1 to 12 and those covered by Occupation Specific Dispensations: Cost of living adjustment – 01 April 2022

1. The Department of Public Service and Administration has published Circular 50 of 2022, dated 26 October 2022, which sets out the improvements in conditions of service for employees on salary levels 1 to 12 and those covered by Occupation Specific Dispensations (OSDs).
2. As per the aforementioned circular, employees on salary levels 1 to 12 will receive the following benefits:
 - 2.1 To all employees who were employed on or after 01 April 2022, the employer will continue to pay a monthly non-pensionable cash allowance **until 31 March 2023**.
 - 2.2 To all employees on salary levels 1 to 12 employed in the public service as well as those employees covered by OSDs, the employer will pay a 3% pensionable salary adjustment with effect from 01 April 2022.
 - 2.3 The employer (each department) will process the payment of pay progressions to all qualifying employees employed in the public service in respect of the 2021/22 performance cycle in terms of any or all provisions of the Public Service Coordinating Bargaining Council and sectoral agreements regulating the payment of pay progression including the Incentive Policy Framework, with effect from 01 July 2022.

- 2.4 Total Cost-to-Employer package employees may restructure their packages, if they wish to do so.
3. The above improvements in conditions of service were implemented programmatically on the PERSAL system.
4. Any errors (over- or underpayments) resulting from the implementation of the programmatic adjustments will be rectified.
5. Salary scales will be available on the Directorate: Service Benefits' webpage: <https://wcedonline.westerncape.gov.za/directorate-service-benefits>
6. Line managers/supervisors are encouraged to note and familiarise themselves with the above amendments and are requested to bring the contents of this circular to the attention of all employees under their supervision.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2022-11-29