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PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

CH : S6/4/3
Date: 2021.09.29
Enq: Manamela OM

The Head of Department
Department of Provincial Treasury
46 Hans Van Rensburg
Polokwane
0699

Dear Colleague

**RE: REQUEST FOR THE APPROVAL OF GRADE AND ACCELERATED
PROGRESSION FOR EMPLOYEES ON SALARY LEVEL 1-12**

1. Your office is hereby requested to approve grade and accelerated progression for employees on salary level 1-12 for the financial year 2021/2022 in line with resolution no:1 of 2007 read in conjunction with resolution :3 of 2009 which determine the awarding of grade progression and accelerated grade progression for different categories of employees.
2. Your expeditious attention to this request will be highly appreciated.

Kind regards,

Ms. N DUMALISILE

HEAD OF DEPARTMENT

2021/10/01
DATE

C

Annexure

Annexure D



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Payment of grade/accelerated pay progression for 2021 performance cycle:
level 1-12

Name of Department	Activity	Compensation of employees	2 % of compensation of employees	Amount to be spent	Function to capture
Coghsta	Payment of Grade/Accelerated level 1-12	R969,571,000	R19,391,420	<u>R3,052,509.00</u>	#4.6.36 #5.2.1

I, Maulolo Suiara Kgoahla in my capacity of
Head of Corporate Services hereby certify that the information provided above is complete,
accurate.

Name: Kgoahla MS Signature: [Signature] Date: 21/09/2021

I, NORAH MOKGEDI in my capacity of
Chief Financial Officer hereby certify that the department has to process payment of
grade/accelerated pay progression in the 2021 performance cycle and will spend
2021/22 to process the payment.

Name: Norah Mokgedi Signature: [Signature] Date: 29-09-2021

I, Dumaliso N in my capacity of
Head of Department hereby certify that all above mentioned amount will be spent to process
payment of grade/accelerated pay progression for the financial year 2019/2020.

Name: Dumaliso N Signature: [Signature] Date: 23/9/21

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DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

MEMORANDUM

Ref : S6/4/3

ENQ : MPHASHA MJ, KUTU MJ

TO : HEAD OF DEPARTMENT

FROM : DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND
DEVELOPMENT SYSTEM

SUBJECT: GRADE AND ACCELERATED PROGRESSION FOR EMPLOYEES ON
SALARY LEVEL 1-12

1. PURPOSE

To seek the approval of the Head of Department to process Grade Progression and Accelerated Grade Progression for qualifying employees on salary level 1-12.

2. BACKGROUND

- 2.1 The Resolution no. 1 of 2007 read in conjunction with Resolution no. 3 of 2009 determined the awarding of Grade Progressions and Accelerated Grade Progressions for different categories of employees.
- 2.2 Accelerated grade progression for non-OSD employees is the progression from lower salary grade to the next higher grade (salary level) linked to the job weight of a specific post after 12 years' service on the lower salary level, based on at least above satisfactory performance for a cumulative period of 12 years.
- 2.3 Grade progression for non-OSD employees is the progression is the progression from a lower grade (salary level) to the next higher grade(salary level) linked to the job weight of a specific post after 15 years' service on a lower salary level, based on the prescribed level of at least satisfactory performance
- 2.4 The Grade and Accelerated Progression model must strictly satisfy the following principles before implementation can be undertaken.
- (a) For employees not covered by OSD, the Department must not exceed 30% on annual basis. It simply means that the number of qualifying employees considered must remain with 30% annually.

- (b) Employees must have completed 15 years on the same salary level and has obtained at least satisfactory performance (3) cumulatively.
- (c) Employees must have completed 12 years on the same salary level and has obtained the above average rating (4) cumulatively.
- (d) No employees on salary level 8,10 and 12 shall qualify for Grade Progression.
- (e) Employees on salary level 2 can Grade Progress to salary level 3 after completing 20 years on the same salary level.

3. **DISCUSSION**

- 3.1 The Sub-Directorate Performance Management and Development System (PMDS) has determined the number of employees who have satisfied the requirements of Resolution 7 of 2007 and Resolution 3 of 2009.
- 3.2 Paragraph 3.6.2.12.1 and Paragraph 3.6.23.4.1. of Resolution 3 of 2009 which give effect to clause no. 5 of Resolution 1 of 2007 makes a provision that 30% of employees per year may be awarded grade progression. In determining 30% threshold, the resolution is silent about the formula to be used in arriving at 30% of employees on annual basis. The interpretation could mean e.g. is it 30% of total employees on salary level 1-12 or is it 30% of the total number of employees per level?
- 3.3. The approach the Sub-Directorate adopted was to determine 30% of employees per level. The foundation of the approach the Sub-Directorate adopted emanates from Resolution 6 of 2009 which deals with Grade Progression for employees on OSD. Paragraph no. 6.4. of the resolution 6 of 2009 states that only 20% of employees per **GRADE** will qualify on annual basis. The name grade for OSD is translated as levels in none OSD employees.
- 3.4. When considering the 30% of total employees on salary level 1-12 which stands at 1557, the 30% is translated to **467** employees to be awarded. .
- 3.5 **Attached find Annexure:**
Annexure A PSCBC Resolution No: 1 of 2007
Annexure B PSCBC Resolution No: 3 of 2009
Annexure C GPSSBC Resolution No: 6 of 2009
- 3.5. In deciding on the 30% limitations, it is noteworthy to state that either of the two approaches gives us the same result of remaining within the 30%

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Salary levels	Total no. in the levels	30% limitation	Qualifying no.	Available slots
2-3	189	57		57
3-4	101	30		30
4-5	301	90		90
5-6	194	58	-	58
6-7	449	135	240	-105
7-8	160	48	12	36
9-10	86	26	4	22
11-12	77	23		23
Totals	1557	466	256	210

4. FINANCIAL IMPLICATIONS

4.1 FINANCIAL IMPLICATION IN LINE WITH 2% AS SET BY MPSA

4.1.1 Compensation of employees	= R969, 571,000
4.1.2. 2% determination from COE	= R19, 391,420
4.1.2 Amount consumed by DDGs notches	= R23, 163.00
4.1.3. Total required by this memo	= R3, 052,509.00
4.1.4. Remaining balance	= R16, 315,748

5. RECOMMENDATION

It is recommended that the HOD approves the awarding of Grade and Accelerated Progression to the below qualifying employees who were on same salary level for 12 years, 15 years and 20 years respectively..


DEPUTY DIRECTOR: PMDS

2021/09/20
DATE

Submitted for HOD Consideration


CHIEF DIRECTOR SHRM

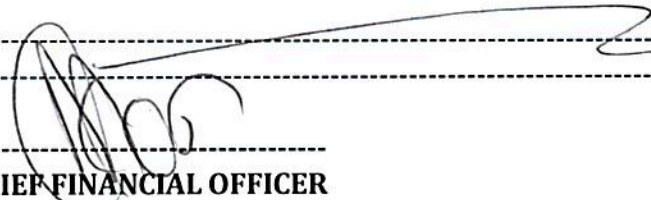
2021/09/20
DATE

5. **RECOMMENDATION**

It is recommended that the HOD approves the awarding of Grade and Accelerated Progression to the below qualifying employees who were on same salary level for 12 years, 15 years and 20 years respectively..

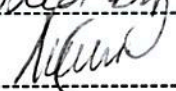

DEPUTY DIRECTOR GENERAL
CORPORATE SERVICES

21/09/2021
DATE


CHIEF FINANCIAL OFFICER

29-09-2021
DATE

APPROVED/NOT APPROVED

Approval is granted provided the request is
informed by existing prescripts on PMS

HEAD OF DEPARTMENT

29/09/21
DATE