

Consultation for Policy Review: DPSA Policy Task Team

Bursary Policy

The purpose of the Bursary Policy is to ensure the effective administration and management of the DPSA Bursary Scheme and to invest in the professional development of human capital potential by providing financial assistance to employees who wish to obtain formal tertiary qualifications at a recognised institution of learning and employees on the lower levels who need to acquire a school-leaving certificate (ABET and Grade 12), to improve service delivery and performance. The objectives of the Bursary Policy are as follows:

- To allow employees to equip themselves with the knowledge and skills necessary to improve their performance in the Department.
- To assist employees financially and otherwise to participate in their development through acquiring new skills and education in a manner that is beneficial to both the Department and the employee.
- To cultivate a culture of lifelong learning in the DPSA.
- To encourage a self-managed learning and developmental process.

The principles that underpin the Bursary Policy are:

- **Accessibility** - All employees shall have equal access to meaningful capacity-building opportunities in line with their career paths and as far as the training needs coincide with the employer's requirements and take into account the financial realities of the Department.
- **Transparency** - The selection process for awarding bursaries will be transparent to everyone.
- **Fairness** - The granting of a bursary will be done fairly and reasonably in terms of the principles indicated in the policy.
- **Value for money** - The progress of bursary holders will be monitored and evaluated to ensure that public funds are used properly.

The Bursary Policy makes provision for the procedure that employees need to follow when applying for a bursary, the policy further lists items covered by the bursary. The policy further provides information on the obligations of the bursary holder and the procedure in case of a breach of contract by the bursary holder.

Exit Management Policy

The purpose of the Exit Management Policy is to provide a framework for employees' exit management from the Department and, where necessary, augment the PSR about the management of an employee's exit from the Department. The objective of the Exit Management Policy is to ensure that sound and fair practices are implemented regardless of the reasons for the employment relationship of employees within the DPSA and also to identify the reasons for the high staff turnover.

The principles that underpin the Exit Management Policy are:

- **Fairness** - Ensuring that the policy is applied fairly and consistently.
- **Communication**- Ensure that all the employees are aware of the policy and associated processes.
- **Resources** - Make adequate resources progressively available for the realisation of the policy to the employees.
- **Equality** - the DPSA shall ensure that all employees are treated equally after resigning and that no one is discriminated against based on their gender, race, or religion.
- **Transparency and honesty** - relevant information is made available to relevant stakeholders.

The policy makes provision for the grounds where employees may exit the Department, which are as follows:

- Resignation.
- Expiry of the period of contract of employment.
- Retirement/early retirement/compulsory retirement.
- Transfers to another department or government component.
- Dismissal due to:
 - Incapacity due to ill health, retirement or injury.
 - Operational requirements of the department as provided for in the *Labour Relations Act*.
 - Incapacity due to poor work performance.
 - Misconduct
- Abscondment or
- Death.

The Exit Management Policy also provides role players involved in the exit process.

Working Hours Policy

The purpose of the Working Hours Policy is to regulate the official working hours that an employee must work per day/week and during which an employee will provide a service to the Department's stakeholders. The objective of the Working Hours Policy is to define the conditions under which the DPSA employees together with their line managers/supervisors may agree to vary the employees' standard working hours to flexible time (flexi-time) periods. Flexi-time is not a right, but a management prerogative.

The principles which underpin the Working Hours Policy are:

- **Service Delivery:** It is envisaged that flexible working hours will improve the DPSA's service delivery to its clients.
- **Volunteerism:** Employees can participate in the flexi-time working arrangements voluntarily.

- Consistency: Consistent application of the policy.

The policy makes provision for a supportive and flexible working environment for all employees, it also caters to the needs and circumstances of employees, including those with disabilities, pregnant and those with family responsibilities. The policy further regulates working hours to support effective and efficient service delivery; hence it regulates the times during which the public and other role players shall have access to service delivery.

Members are requested to peruse the *attached* draft policies and submit inputs and comments to Raymond.raath@dpsa.co.za and Velucia.maluleke@psa.co.za by **9 August 2024**.

Employees who want to join the PSA can visit the PSA's website (www.psa.co.za), send an email to ask@psa.co.za, or contact PSA Provincial Offices.

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GENERAL MANAGER