



FOR PSA MEMBERS: THE PRESIDENCY

16-09-2024

Feedback: Annual General Meeting (AGM) and Departmental Bargaining Chamber (DBC) - 12 September 2024

The following agenda items were discussed at the recent meeting:

Vote weights

The AGM was held on 12 September 2024, where the following vote weights were presented for noting by parties:

Union	Membership	Vote weight
PSA	258	66.15%
Nehawu	127	32.56%
Popcru	5	1.29%

The PSA noted the presentation.

Reconfiguration of Organisational Structure

The employer was unable to present on the reconfiguration of the organisational structure as internal discussions are still ongoing. It was agreed that a special Chamber meeting will be convened to deliberate on the matter. During the meeting, the employer will make a presentation and share the necessary documents. The meeting date will be confirmed in due course.

Leave automation system

The employer reported that, as communicated internally, the automated leave system will be fully operational from 1 August 2024. However, the procurement of computers is still underway, and further feedback will be provided at the next meeting. The PSA noted the report and raised concerns regarding challenges experienced by members with the automated system. The employer took note of the PSA's submission and requested the PSA to consolidate reported challenges in a written submission. Once the submission is received, a follow-up meeting will be convened to address these issues.

Filing of critical posts

The employer reported that ten critical posts have been identified for advertising. A submission recommending the advertisement for these posts has been made to the Chief Operating Officer, who will consult with the Chief Financial Officer on the availability of funds. The posts will be advertised once approval is granted. The PSA acknowledged the report and urged the employer to expedite the process.

Nomination of Union Buildings as World Heritage Site

The employer reported that the nomination of the Union Buildings as a World Heritage Site was confirmed. The PSA requested the employer to advise on how this will affect members. The employer committed to convene a meeting where detailed information will be provided.

Financial manual calculations for role player allowance

The employer reported that National Treasury recently issued the revised Financial Manuals for allowances. The Presidency was using the manuals that were issued in 2018. Employees who are eligible to receive the allowance will be paid with the new tariff rates as issued by National Treasury. The employer further reported that Secretaries and Registry Clerks were paid, backdated to 1 July 2019. The remaining categories that are eligible to receive payments will be paid once the adjustments are finalised. The PSA welcomed the report and urged the employer to complete the payments that were still outstanding.

Departmental policies

Dress Code Policy

The employer tabled the draft policy for review. This policy intends to formalise the standard of dress and an appropriate dress code that supports a coordinated approach to the Presidency's professional image. The draft policy was deferred to the policy task team for further consultation and engagement. The PSA Chairperson will share the draft policy with members through internal communication channels for input and comments.

Corporate Clothing Policy

The employer tabled the draft policy for review. The policy aims to provide corporate clothing at the employer's expense to employees who are expected to wear corporate clothing according to the nature of their work. The policy intends to set standards for the nature of such corporate wear and its usage. Corporate clothing (including protective clothing) shall be issued to employees whose responsibilities demand that they wear uniform and/or protective clothing. This includes staff at the official residences of the President and Deputy President, as well as cleaning and food services staff, driver operators and messengers in the offices, frontline/reception staff, events staff, and information technology (IT) technicians of the Presidency. The draft policy was deferred to the policy task team for further consultation and engagement. The PSA Chairperson will share the draft policy with members through internal communication channels for input and comments.

Employee Recognition and Rewards Policy

The employer tabled the draft policy for review. This policy intends to emphasise the importance of recognising employees' achievements and accomplishments that demonstrate the overall values of the Presidency and encourage employees to make a performance difference either individually or through teams. This includes the recognition of employees who have recorded extended service in the Department. The draft policy was deferred to the policy task team for further consultation and

engagement. The PSA Chairperson will share the draft policy with members through internal communication channels for input and comments.

Language Policy

The employer tabled the draft policy for review. The policy intends to manage and regulate the use of languages in the Presidency. It further stipulates how official languages will be used in effectively communicating with the public, official notices, government publications, and inter and intra-government communication. The draft policy was deferred to the policy task team for further consultation and engagement. The PSA Chairperson will share the draft policy with members through internal communication channels for input and comments.

Bereavement Policy

The employer tabled the draft policy for review. The policy applies to all employees of the Presidency and their immediate family members. It also covers interns during their period at the Presidency. The policy intends to guide the management of bereavement and funeral processes for a deceased employee or the employee's immediate family member. The policy aims to establish a mechanism or process for the provision of support in the event of an employee passing away or an immediate family member passing away. The draft policy was deferred to the policy task team for further consultation and engagement. The PSA Chairperson will share the draft policy with members through internal communication channels for input and comments.

Transport, Travel, and Accommodation Management Policy

The PSA noted that the employer revised the policy on Transport, Travel, and Accommodation Management without consultation. The PSA proposed that the employer table the policy at the Departmental Chamber to allow the submission of inputs by labour. The employer welcomed the proposal from the PSA and confirmed that the policy will be added to the list of policies that will be consulted in the policy task team. Parties agreed that the date of the task team meeting will be confirmed. This policy intends to provide procedures and guidelines to the Presidency to manage official traveling that includes the use of government-owned vehicles, accommodation, and car rental. The PSA Chairperson will share the draft policy with members through internal communication channels for input and comments.

Members will be informed of developments.

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