

**Staff Conditions of Employment as at 26 January 1999
as approved by NUMSA Central Committees
and National Executive Committees**

1. Staff Salaries

1.1 New Minimum Salaries for Different Grades

Grade 6	General Secretary/National Secretary	R6972
Grade 5	Sector Co-ordinators National Legal Officers Regional Secretaries Bookkeepers Computer Analyst	R5810
Grade 4	Regional Organisers Regional Legal Officers Regional Education Officers Regional Motor Organisers Regional Administrators	R4881
Grade 3	Local Organisers	R4472
Grade 2	Administrators	R3548
Grade 1	Cleaners / Messengers	R2247

1.2 Different Salaries for people on the same grade

1.2.1 Minimum

There is to be one salary for every grade.

1.2.2 Increases

There should be one increase per grade - everyone on the grade to get the same increase.

1.3 People moving down to lower-rated jobs

1.3.1 If it was an elected position the salary will not be downgraded.

1.3.2 If a staff member chooses to move to a lower grade the salary will be downgraded.

1.3.3 If a staff member is transferred by the union, the salary will remain the same.

1.4 New salary structure

Agreed in principle that there is a need to move to a new salary structure, five (5) grades and professionals and unscheduled grade for ancillary i.e. drivers, messengers/cleaners, security.

Further agree to task the committee of four (4) a-side to develop a discussion document on the above taking into consideration initial proposals. This process to be collapsed within the 1999 consultative process on Staff Conditions of Employment and to be finalised by the 1999 December Central Committee.

2. Benefits:

All Staff receive

2.1 Pension/Provident Fund

12% of basic salary for pension / provident fund to provide for retirement. Money paid for Staff provident fund used as follows:

2.1.1 One and a half per cent (1,5%) on **death cover** - this equals 3 times your annual salary together with any money held in the retirement fund.

2.1.2 One point 7 per cent (1.7 %) on **disability cover** - if the member becomes disabled, 75% of salary will be paid until full recovery, if totally disabled, 75% of salary will be paid until retirement (if a member already has an ailment that may lead to temporary/ permanent disablement, the member will not qualify)

2.1.3 Eight point three per cent (8,3%) on **retirement investment** - it will be paid out when the employee retires.

2.1.4 The balance of the contribution goes towards administration of the Fund.

2.1.5 Contributions to the provident/pension fund are fully paid by the union at the moment. The Task Team will finalise the recommendation that staff should contribute a minimum of 4% for retirement investment, over and above the current Union contribution. The Union will continue to pay the full amount for risk benefits – i.e. death and disability cover amounting to 3,2% (see 2.1.1 and 2.1.2 above) and retirement investment of 8,3%.

2.1.6 The Fund Trustees to look at alternative Administrators of the Fund.



- 2.1.7 The rules will be changed to incorporate a provision that the Fund will serve as a housing guarantor.
- 2.1.8 The Trustees will examine the rules to ensure that there is no discrimination against members on the basis of race, gender, marital status or religion and that they conform and/or keep pace with post-apartheid changes in legislation.

2.2 Medical Aid

- 2.2.1 The choice of the medical aid schemes will be at the discretion of the union but also in consultation with the staff. If contributions to the current Medical Aid Scheme are increased, staff members will pay for the increase. Staff members will also be liable for any medical expenses once their self-insurance pools and supplementary pools have been exhausted.
- 2.2.2 The Union's contributions to the medical aid will be 65%, the employee's 35%. This 35% contribution will be phased in over two years. From January 1999, staff will pay 17% of the contribution.
- 2.2.3 The Union will establish a 4 a-side task team to:
 - 2.2.3.1 attempt to address and resolve current administrative problems experienced by staff with the current service provider
 - 2.2.3.2 failing which, to look for a better and more acceptable scheme for staff with no additional costs to the Union.

2.3 Funeral Fund

- 2.3.1 All staff belong to Numsa's Funeral Fund. This fund pays out the following benefits on the death of the member of staff or of the following members of his/her family:

Member	R4 000
Spouse	R2 000
Child 14-21	R1 500
Child 6-13	R1 000
Child 0-5	R 750

- 2.3.2 An amount of R28.80 is deducted once a year from employee's wages for membership of this Fund.

3. UIF

Staff must pay 50% of the contribution to the UIF i.e. 1% of their basic salary.

3. Service Allowance

The service allowance will be as follows:-

1 - 3	R26,60 per month for every year of service
4 - 6	R39,90 per month for every year of service
7 - 9	R46,60 per month for every year of service
10 - 15	R53,20 per month for every year of service
16 years & over	R60,00 per month for every year of service

4. Leave

- 4.1 All staff with 12 months service are eligible for 20 working days per annum on full pay.
- 4.2 Staff with less than 12 months service receive 20 working days reduced pro rata.
- 4.3 Applications for leave from staff in the various national departments should be routed through the committees with responsibility for those departments and then to the National Office Bearers with recommendations for approval or otherwise.
- 4.4 All applications for leave at regional and local level to be approved by the relevant Regional Office Bearers. This includes applications from staff in the legal and education departments.
- 4.5 This leave to be taken between early December and not later than the second week in February subject to the following:
 - 4.5.1 No offices (except locals) to be closed at any time except December 24 to January 2
 - 4.5.2 In the local offices, the Local organiser and local administrator to stagger their leave during December and January.
 - 4.5.3 If no leave is to be taken, there must be prior arrangements with Regional Office Bearers at regional level and National Office Bearers at national level.

5. Sick Leave

24 days per annum on full pay, subject to presentation of medical certificate upon return to duty. This period may be extended by the National Executive Committee at its discretion.

If additional leave was not approved by the NEC, the unauthorised sick leave will be deducted from the staff member's salary.

6. Public Holidays

There are 12 public holidays recognised by the Union as days on which officials may have paid time-off. These are:

1 January
21 March
Good Friday
Easter Monday
27 April
1 May
16 June
9 August
24 September
16 December
25 December
26 December

7. Probation

All new staff are to be appointed on 3 month's probation.

7.1 Regional Staff

The REC must consider whether or not to confirm staff employment at the first meeting after the probation period ends.

In considering confirmation of employment, the REC must consider amongst other things, attendance, time-keeping and performance. The 3 months probation period could be extended at the discretion of the REC.

Decision must be notified to the Head Office (NS Admin).

7.2 Head Office

The above will also apply to Head Office appointments but NEC to confirm appointment.

8. Absence

- 8.1 If absent more than 1 day - a doctor's certificate or other documentary proof required. Payment for the period of absence to be authorised in writing by the RS or GS (as appropriate).
- 8.2 If a staff member is absent more than 10 days per year in total (authorised and unauthorised together), ROBs or NOBs (as appropriate) to discuss reasons with the staff member.

- 8.3 The regional administrator is responsible for maintaining a register of attendance and time-keeping and to report quarterly to the ROB's.

The National Admin Secretary to do the same for head office and to report quarterly to the NOB's.

All staff to sign attendance register.

9. Hours of Work

- 9.1 All staff above Grade 2 work unfixed hours.
- 9.2 All clerical staff except those mentioned in clause 8.1 above, work 37.5 hours per week.

Core Hours for Clerical Staff: Monday - Friday

All offices must be opened during the following hours. Staff must stagger their hours of work to ensure that switchboards are covered during these hours:

Local	09H00 - 17H00
Regional & Head Office	08H00 - 17H00

- 9.3 Saturdays

All offices of the union must be open on Saturday between 08H00 - 13H00 and clerical staff must cover these hours.

Clerical staff on fixed hours who work a Saturday can take off a 1/2 day during the following week, by arrangement with RA/NS admin (as appropriate).

- 9.4 Unauthorised lateness
- By more than 15 minutes - first and second time to be counselled by the RA/RS. Note to be placed in personal file.
 - In Head Office it should be the GS or Admin secretary.
 - If late for 3rd time then it should be a disciplinary hearing.

10. Study Fund

- 10.1 Numsa will provide assistance for employees to further their studies on condition that such studies are relevant to their line of work within a career that they want to pursue in the union.
- 10.2 Numsa will assist by re-imbursing the employee with 50% of the tuition fees provided that the employee passes his/her exam and has documentary proof of passing.

11. Exam Leave

- 11.1 If useful to the union and authorised by the NEC a person should be granted paid study leave of 2 days per course.
- 11.2 If not directly relevant to the union: 1 day paid leave per course, provided that the NEC approves and it does not have an impact on your job.
- 11.3 Guidelines on what subjects are "useful" to the Union, as well as the processes to be followed and the contract that the person will sign with the Union are attached as Appendix I.

12. Staff Development

The union recognises that it will send or second members and staff for necessary training to create the necessary skills. This will be paid leave and the job will be held open.

Where staff are sent for specialist training or sabbatical leave they must agree to continue to offer their services to the union for a period of one year per month up to a maximum of 5 years, unless this period is waived by the NEC.

(See Appendix I for further details and for Agreement that must be signed by the person going on Study Leave).

13. Sabbatical Leave

- 13.1 All staff will qualify for sabbatical leave.
- 13.2 To qualify for sabbatical leave: 8 years service with the union from date of engagement. Years of service from another trade union will not count. (See Appendix I for further details and for Agreement that must be signed by the person going on Sabbatical Leave).
- 13.3 Sabbatical leave can be taken for up to 18 months of which 6 months is paid, to carry out a course of study or research approved by the NEC on the recommendation of the Education Department. This is also subject to the availability of finance and convenience to the union.
- 13.4 The established Task Team will develop meaningful human resource development strategies so that staff can continually learn and improve their skills. An essential part of human resource development is creating career paths for staff, along with the necessary training, grading and remuneration policy. Increasing specialisation of jobs will also create clear career paths. The draft discussion document will be finalised by the Central Committee at the end of 1999.

14. Maternity leave/Paternity leave

- 14.1 Female staff who have not less than one year's service with the union shall be entitled to six months maternity leave once every two years at 30% of current salary. If a woman goes on maternity leave more than once in two years, the union will not pay her more than once.
- 14.2 At the end of the said six months, such staff shall be entitled to return to their jobs whereupon the union shall pay to them a gratuity. This gratuity will be:

Their basic current salary – (30% of their current salary + the amount claimed from UIF).
- 14.3 Male members of staff may take paternity leave of 5 days per birth of their child (or legally adopted child).
- 14.4 Those with less than 12 months service, will receive maternity leave but they will not receive monetary benefits from the Union.

15. Compassionate Leave

Up to 5 days per occurrence: serious illness, death or birth of own child subject to written approval by the RS or GS and to be reported to the NEC. This to apply only to a staff member's parents, parents-in-law, biological and legally adopted children and spouse.

16. Transport Allowances

Travel allowance is R2500.00 per month. From May 1996 only field workers to qualify for travel allowance. Any Kilometre travelled over 1111km may be claimed for at R0.70c per km. Non qualifying staff and ordinary union members who use their own vehicles for union work can claim at R1,00 per kilometer.

Shoe tax allowance - R75.00 per month.

Staff who have mechanical problems should have their vehicles off the road for one month only.

The previously adopted NUMSA's Travel Policy Document detailing who qualifies etc. also applies and is attached as Appendix II. The 4 a-side Task Team will look into proposals on a new car policy. Such proposals to be finalised and implemented from July 1999.

17. Annual bonus

A bonus of 1/12 of one month's salary for each month of employment up to a maximum of one month's salary for 12 months service will be paid to all staff in December of each year.

Staff who leave the union's employ before December in any year will be paid a bonus reduced pro-rata to the number of months worked in that year.

18. Overtime and Sunday work

The working of overtime shall always be voluntary.

No payment shall be made for overtime on Sundays worked. Staff who work authorised overtime shall be entitled to take time off as compensation.

19. Injury on Duty

The Union shall advance full pay to staff injured on duty and unable to work, subject to the proviso that such advance shall be repaid to the Union by the employee concerned upon receipt of any loss of earnings compensation received in terms of the Workmen's Compensation Act.

20. Loans

20.1 Emergency loans will only be provided for:

20.1.1 funeral loan for parents and parents in law, spouse, biologically and legally adopted children. A death certificate must be produced before the end of 30 days. Failure to do so will result in the Union automatically deducting the whole amount.

20.1.2 motor vehicle repairs

20.1.3 education for biological children and legally adopted children.

20.2 Motor vehicle repair loans and education loans will be paid directly to the institution requiring the money.

21. Unpaid leave

Special unpaid leave may be granted with the permission of the Regional Office Bearers (regional level) and National Office Bearers (national level) and shall not exceed 5 days per occurrence.

22. Housing

22.1 The Union will provide a housing subsidy on a mortgage loan on a property not exceeding R300 000 to those with more than 2 years service.

22.2 The benefits granted to an employee shall be calculated on an amount not exceeding the lesser of:

- 22.2.1 one third of the employee's monthly salary OR
 22.2.2 the normal monthly payment required from the employee by the financial institution holding the mortgage bond over the property.

22.3 Benefits applicable are:

3-4 years service	40% of amount in 22.2.1 or 22.2.2 above
5-6 years service	50% of amount in 22.2.1 or 22.2.2 above
7-9 years service	55% of amount in 22.2.1 or 22.2.2 above
10 years and over	60% of amount in 22.2.2 above

Example of housing subsidy

Your wage is R3548 per month

Your mortgage loan is R500 per month

You have 3 years of service. You therefore qualify for a subsidy of 40% of R500. (i.e. R200)

But this will be implemented in two phases. From January to end of June 1999, your subsidy each month will be R100. From July you will receive the full subsidy of R200.

22.4 Benefits will be implemented in 2 phases. From January 1, 1999, Numsa will pay 50% of the total agreed subsidy. From July 1, 1999, Numsa will pay the full applicable amount stipulated in 22.3 above.

23. Resignation, dismissal and desertion

23.1 Resignation

Not less than 30 days notice, in writing shall be given by an official or the Union to terminate the employment relationship provided this shall not affect:

- 23.1.1 The union's or official's right to give one day's notice during the probation period.
- 23.1.2 The right of the union to terminate the employment relationship for any good reasons of the constitution, union policy, staff disciplinary procedure.
- 23.1.3 The right of the union to pay the official in lieu of notice.

23.2 Dismissal

Any dismissal of an official for misconduct shall be carried out in terms of the Disciplinary Procedure.

23.3 Desertion

An official who fails to report the reasons of his/her absence from work for seven (7) consecutive days shall be deemed to have deserted and the employment relationship between the union and the said official shall have terminated.

24. Staff Recruitment - Policy guidelines

The following guidelines apply in terms of staff recruitment:

- the post must be advertised both within and publicly through the local news media
- interviewing must be the responsibility of only the National Office Bearers across all structures. The interviewing panel shall include the regional chairperson and regional secretary of the respective region and local chairperson of the respective local. The interviewing panel shall have the power to co-opt.
- minimum criteria for jobs:
 - education level
 - language
 - driver's licence for organisers
- other criteria related to the respective job description
- disqualification of applicants
- probation period
- interviewing process
- how to conduct interviews.

25. Staff Disciplinary Procedure

In terms of the constitution, both the Regional Executive Committee and the Central Committee have the power to hire and fire employees. The Central Committee has the right to delegate this power to someone or some persons. It has therefore given this power to the constitutionally elected office bearers i.e. locally, regionally, nationally and the Secretariat.

(For more details of the Union's Disciplinary Procedure consult the file "stadisc.doc")

26. Staff Grievance Procedure

Agreed in principle that Numsa should have a staff grievance procedure to enable employees to raise their grievances procedurally. The Central Committee draft

document must be finalised by the Nec in February 1999 as empowered by the December 1998 Central Committee.

27. Staff Code of Conduct

The Draft Code will be circulated to staff and finalised by the NEC in February 1999.

28. National Staff Consultative Forum

This will be a permanent forum for the purpose of annual consultation on all staff conditions of employment. Staff representatives should meet a day before the joint consultative forum to consolidate and prepare their positions.

29. Temporary Staff

The NOBs are empowered to decide on a minimum rate of pay for temporary staff and to take into account job requirements. Temporary staff to also qualify for pro-rata leave/bonus pay/ sick leave. They must also sign a contract of employment.

30. Tax

The Union will engage a 'tax expert' to assist the organisation to restructure its remuneration package so as to minimise the tax burden on its employees.

31. Garnishee Orders

The Union will charge staff members for service rendered for garnishee orders by charging an administration fee of 5% of the Court Order payment amount.

32. Job Content

Agree that the 1997 draft discussion document be adopted by the June 1999 Central Committee due to the installation of both ACCPAC and Membership systems which will require changes to some of the current administrative job content.