

STAFFING COMMITTEE MEETING REPORT HELD ON THE 18 APRIL 1995

1. ATTENDANCE

Shaun Wildschut
Chris Bonner
Muzi Buthelezi

2. APOLOGIES

2.1 Welile Noling - could not get a flight to Johannesburg - accepted.

2.2 Ronald and Calvin did not attend and no apologies submitted.

3. It was felt that people do not take this committee seriously.

Proposal to the NEC to review the composition is as follows;

Calvin Makgaleng
Welile Noling
Shaun Wildschut
Chris Bonner/John Appolis
Bheki Ntshalintshali/G.S optional
Sibusiso Hlela

3.1 Identified functions and terms of reference

General and specific job grading of staffers.

Attend to individual job grading and review such jobs.

- Deal with sabbatical/Scholarship requests.
- Make/improve study leave and deal with requests.
- Define job content/grade prior to advertising/employment.
- Recommend grade/s for new posts.
- Review of current H/O job contents/descriptions
- Review staff procedures.
- Deal with staff levels and depts.
- Deal with branch staffing requests.
- Make recommendations on broad staff issues/policies
- Recommendations to be submitted to the NCC which will debate only major issues.
- Report to NCC on certain issues and recommend on other for the NCC debate and decision.
- The Committee will decide on staff grading with no prior approval of NCC/NEC.
- Specialist course requests the committee will decide and NCC to endorse.

4 GRADING:

NEC directed branches to discuss, circulate and make submissions to the committee to draw up proposals for the NEC. No submissions were received.

4.1 Para Legal Recommendations

- This is a negotiable position
- New person with University degree/s to be on grade 2 and can be upgraded later once experience has been acquired or finished proper apprenticeship.
- Recommend Anita to be on grade 1 effective from 1 May 1995.

4.2 National Organiser/s

To start on grade 2 with responsibility allowance and be promoted to a higher grade after performance assessment.

Depending on experiences and skills of a person he/she may be employed to a higher grade from the outset.

4.3 Health, Safety and Environment/National Company Negotiator positions

Recommend Cdes Meshack and Shirley to be upgraded to grade 1 effective from 1 May 1995.

The abovementioned criteria will be applicable for new persons applying for these jobs.

Once people are upgraded or downgraded a letter will be sent informing them of such decision.

- ##### 4.4
- Recommend Cde Mike Tshehla to remain on grade 2 with R150 per month responsibility allowance. The Committee will review his situation after one year service.

4.5 Administrators

Recommend branch administrators who deals with finances plus Head Office administrators to get R150 responsibility allowance effective from 1 May 1995.

The Committee will check wage packages with other COSATU Unions. Chris will check with British Unions while on study leave in U.K.

- ##### 4.6
- It seems we not ready to review the whole grading system. This is due to non submissions by staff and branches. Regional educators to coordinate this process. NEC to endorse.

Mike will look at possible grading system for H/O staff based on the new

approach to grading and training.

5. MEDICAL SCHEME/SICK FUND

The Committee recommends NEC to revisit this matter. The Union should contribute R150 per staff and R50 be paid by staff. If this proposal is agreed to be implemented on the 1 July 1995. This proposal is made in the light of problems being encountered to employ new staff in the absence of Medical Aid Scheme. Other Unions provide free Medical Aid.

6. SABBATICAL LEAVE:

Submissions to be made to the Committee before August NEC. Should staff and branches fail to comply, status quo will remain.

7. SABBATICAL LEAVE:

No submissions received from branches. H/O staff/educators submitted proposals as follows;

7.1 Committee recommendations on sabbatical leave

- Union to guarantee 12 months full payments on the UIF, CINPF and Sick Fund contributions during sabbatical leave as the Union can not afford full salaries of staff.
- Staff to serve a one year compulsory service with the Union from Sabbatical leave.
- Sabbatical policy to be one year. Additional leave to be on request and merit through the Committee.
- Qualifying period to remain at 5 years service.

8. NEW POSTS/JOB CONTENTS

8.1 National Collective Bargaining Coordinator

Two additions were made namely;

- a) Receive reports from branches
- b) Visit branches as required

8.2 Personal Assistant

Functions

- Receive and screen calls for the Secretariat.
- Take messages.

- Tracking for urgent matters.
- Attend meetings e.g. NCC/NEC or when request to do so.
- Type minutes/reports
- Follow up on issues from meetings. Prepare necessary documents/information for Secretariat, relevant meetings, briefing, check policy positions relevant correspondence, previous minutes.
- Be organisationally involved for an understanding of issues.
- Maintain records on policy and make update from NCC/NEC decisions.
- Coordinate national meetings.
 - preparations.
 - checking that things are done
 - documentations.
 - Cash
 - practical arrangements.
- Arrange NOBs time off
- Type their reports/minutes where necessary.
- Assist worker NOBs with necessary meetings coordination.
- Filing for the secretariat
 - a) general correspondence
 - b) personal systems/filing
- Secretariat diary planning
- Coordinate and attend conferences.

Administrator 1

- Reception/telephone
- Collect post and records
- Fax
- Correspondence
- Some typing

Administrator 2

- Finance
- Office equipments
- Filing
- Some typing
- responsible for office cleaning (supervisory role)
- Maintain office stock
- Bookings
- Staff records
- Individual forms
- Leave records.

FINANCE DEPT

- Insurances
- Medical/Sick Fund
- Petty Cash

- Cash requisitions
- Banking
- Cheque signings
- CINPF
- Loans
- Wage preparations
- Booking policies.
- Prepare and present Head Office Petty Cash and Cash book.
- Prepare financial statement of H/O, branches, NEC and Project meetings as constitutionally required.

HUMAN RESOURCES OFFICER

Still to be discussed.

MEDIA AND PUBLICATION OFFICE (Not a new post)

1.1 Flame: - produce regulary

- identify issues
- commission stories
- act as Union journalist a) write stories
b) liaise with story writers
- edit (language edit)
- plan and put together draft
- prepare for and attend Editorial Board meetings.
- arrange and supervise production and distribution.

1.2 Booklets/other media

- Write
- Editing
- Arrange and supervise plus distribution

Pamphlets

Design
Edit
production + distribution

Posters/stickers

Design
Production
Distribution

Weekly update of information transport to branches + H.O "Hot News".

Press

- Draft stories, statements as required by the Secretariat.
- Check and finalise with Secretariat
- Issue and follow up - fax, telephone or Press conferences.
- Build relationship with the press and broad media.

Outside liaison

- Attend COSATU media forums and other relevant forums.
- Other media organisations as required from time to time.
- Deal/liaison with other Unions.

Develop Media strategy

- Keeping up to date on news, technology, projects/issues, new opportunities.
- Develop Union profile.

Training

- Leadership/branches etc.
- Media skills training

Accountability

- NCC/NEC
- Nedcom/attend Education meetings as required.
- Secretariat.

Administration/Resources

- Keep resource centre + update
- Relevant government Gazettes
- Subscriptions of relevant media
- Filing, correspondence, budgets etc.

Audio/Visual

- Coordination of audio/Visual material/s
- Arrange for conferences as required.

Staff Representation

No submission from branches.

H/O staff recommend negotiations not to be in conventional manner to avoid tensions.

Employment of 2nd H/O Administrator

Recommend employment to the NCC. Money will come from current budget from unfilled positions.