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SERVICE EXCELLENCE

FOR PSA MEMBERS: **SAFETY AND SECURITY SECTOR EDUCATION AND TRAINING
AUTHORITY (SASSETA)**

22-08-2024

Update: Labour Management Forum – Quarter 2

The PSA held the second quarter Labour Management Forum with SASSETA on 12 and 19 August 2024. Members are appraised on the following developments therein:

Job grading

The PSA emphasised the snail's pace of the process. SASSETA indicated that a unique model is developed for the institution and there are also numerous approvals required for the supply chain management (SCM) process to appoint the correct service provider. SASSETA also stated that the advertisement for the tender has been published and once closed, the ensuing SCM processes will unfold. SASSETA undertook to hold a meeting with staff to unpack the process and explain the delays. SASSETA further undertook to include the PSA in the process once the service provider has been appointed.

Tools of trade

SASSETA indicated that the tender was re-advertised after there was an error when the SCM Unit issued the tender. SASSETA anticipate that the appointment of the service provider will be done in October 2024.

Salary increments: 2024/25

The PSA received a counteroffer from SASSETA of 6.5% after the PSA's initial demand of 9.5%. After consultations with members, the PSA made a revised demand to SASSETA of 8% in the Labour Management Forum. SASSETA reported that the board will hold a meeting to consider the PSA's demand on 28 August 2024. Parties agreed to hold a special meeting thereafter to discuss the board's decision.

Deductions on salaries

SASSETA reported that over and under taxing of employees have been eradicated since the appointment of the new service provider. SASSETA undertook that the service provider will go through the new pay slips for members to familiarise themselves. SASSETA also indicated that it would consider the PSA's request in obtaining the services of a tax practitioner to assist employees with their individual tax affairs.

Recruitment Policy

The Recruitment Policy was recently consulted. Part of the agreement was that SASSETA would conclude a workshop on the approved Recruitment Policy. SASSETA confirmed that the workshop was held with staff.

2024/25 Workplace skills Plans and 2023/24 Annual Training Reports

SASSETA requested the PSA to encourage members to enlist for training, which was not objected to by the PSA. The PSA requested that training be flexible in that it must also be offered on online platforms. SASSETA did not object to the proposal.

Catering

The request from the PSA for food catering during selection and recruitment process was declined by SASSETA EXCO. Consensus was reached that members of the selection and recruitment process will have a lunch break. SASSETA indicated that it will try and raise the matter again with the CEO and EXCO owing to potential risks.

Performance bonuses: 2023/24

The PSA made enquiries with SASSETA regarding the PMDS policy. The enquiry is whether the policy specifies a percentage budgeted for regarding the performance of staff. SASSETA indicated that there is no specific percentage mentioned in the policy and should the policy be revised, the employer might include it. SASSETA also reported that it received about 90% or 95% submissions from employees and no date have yet been set for the moderation committee. SASSETA indicated that the moderation committee might sit late August 2024 or early September 2024 to conclude the process.

HR online vacancy application system

The PSA reported numerous errors that are plaguing the system, thereby prejudicing members when they apply for new vacancies. The PSA proposed that an alternative be provided in the form of email applications. SASSETA indicated that it will take the matter to EXCO to allow internal candidates to provide supporting documents through email. SASSETA also undertook to organise a meeting with the service provider and Labour Management Forum members, as well as a meeting with staff and the service provider to find a workable solution.

Shop steward recognition

The PSA made the employer aware that shop stewards' performance is affected by the discharging of union activities and requested the employer to have this in mind when assessing their performance. SASSETA indicated that it understood the situation and would try to come up with strategies in creating a balance for shop stewards. The PSA also lamented SASSETA for failing to apply the recruitment policy when a shop steward was expelled in a selection and recruitment process. SASSETA indicated that it was not aware of the issue and conceded that it was irregular for the shop steward to be expelled. It undertook to ensure that the PSA is present in all recruitment processes.

Non-adherence to communication channels by labour

SASSETA expressed that it was unfortunate that the PSA was communicating directly with the board and requested that the activity must cease. The PSA had no objections to the request.

Injury on duty and occupational health and safety (OHS)

SASSETA indicated that it is difficult and challenging to make follow-ups with regards to injuries on duty regarding specific member cases as it never gets any response from the Compensation Commissioner. SASSETA advised that staff should make follow-ups directly with the Compensation Commissioner regarding their own cases. SASSETA indicated that it would determine if there were a budget to obtain a consultant to assist. SASSETA also indicated that regarding OHS evacuation drills, it has mock drills on a quarterly basis. Staff members are aware of assembly points and OHS officers are well capacitated and have regular meetings.

Current working-from-home arrangements

The PSA reported that certain managers make staff forfeit their one day working-from-home for various reasons. SASSETA indicated that the PSA must identify such managers for engagement with them specifically to resolve the issue as staff members were entitled to the one day working-from-home. The PSA undertook to provide full details to the Human Resource Unit.

Members will be updated on developments after the next bargaining meeting.

Reuben Maleka
GENERAL MANAGER