

Business Rules

Implementation of FETCBU Collective Agreement 1 of 2010: *Establishing parity of salaries of lecturing staff and office-based lecturers employed in the public further education and training colleges with salaries of educators in public basic education*

Note: Reference to “lecturer(s)” includes “lecturing staff”, as defined in clause 11 of the Collective Agreement, as well as “office-based lecturers”, as defined in clauses 2.3 and 2.4 of the Collective Agreement.

Note: “Salary levels” refers to the 10 salary levels of the current salary structure applicable to college lecturers. Refer to Annexure 3.

“Notch” refers to one of the current 16+ notches in each salary level.

“Salary range” refers to the minimum and maximum notches on the new salary scale applicable to each post.

1. The Collective Agreement is applicable to the following lecturers:
 - 1.1 Lecturers must have been employed by a college on 24 August 2010 (date on which FETCBU Collective Agreement 1 of 2010 was ratified).
 - 1.2 “Legitimately employed” lecturers. This is defined in clause 11 as “employment duly authorize by the Council or its delegate onto a post on the approved organizational structure of the College”.

In order to verify whether a person is a “legitimately employed lecturer”, HR practitioners must provide the following for each lecturer, irrespective of whether he/she is remunerated via the Persal system or by the college:

- *Duly signed contract (only applicable to lecturers remunerated by colleges)*
- *Copy of salary advice.*
- *Payment control sheet.*

- 1.3 Parr 1.1 and 1.2 include the following lecturers:
 - 1.3.1 Former state-employed lecturers who transferred to the employ of colleges on 1 January 2008;
 - 1.3.2 Lecturers appointed after 1 January 2008 and who are remunerated via the Persal system; and
 - 1.3.3 Lecturers remunerated by colleges.
- 1.4 The collective agreement is NOT applicable to lecturers who are already on an OSD notch (educators’ OSD salary scale). This may have occurred due to incorrect rank codes or the transfer to/appointment of educators by colleges

after the educators' salaries have been adjusted in line with the OSD agreements. Refer to Annexure 2 for OSD notches (under 2009 July column).

- *A lecturer who, on 31 March 2010, was on an OSD notch will retain the notch after the HR practitioner has verified that he/she has received the full OSD adjustment (i.e. 2008 and 2009 adjustments – refer to paragraph 3 of the Business Rules).*
- *In the case where an educator on an OSD notch, was appointed as a lecturer to a lower salary notch (in line with the FET salary levels), his/her salary will be adjusted in line with the provisions in paragraph 3 of the Business Rules, with effect 1 April 2010.*

2. Definition of basic salary

- 2.1 “Basic salary” is defined in FETCBU Collective Agreement 1 of 2010 as the “annual salary (notch) excluding benefits of a monetary nature such as medical aid subsidy, service bonus and housing allowance or any other allowance”.

Furthermore, the 37% in lieu of benefits that some lecturers are getting in addition to their basic salary, does not form part of the basic salary.

- 2.2 Lecturers remunerated via the Persal system: Basic salary is equal to the annual notch as indicated on the salary advice.
- 2.3 Some lecturers are remunerated via the Persal system, but their salaries are “topped-up” by colleges for various reasons. In such cases the *Business Rules* will only apply to the annual notch, as determined in line with the provisions of ELRC Collective Agreement 4 of 2003, and as implemented via the Persal system. The adjustment of the “top-up” portion of the remuneration package of the lecturer must be dealt with by the college in terms of the existing contract between the individual and the college.

3. Translation of basic salary: lecturers on correct/applicable basic salary

- 3.1 This section is applicable to the following lecturers:
- 3.1.1 Former state-employed lecturers who transferred to the employ of colleges on 1 January 2008; and
- 3.1.2 College-remunerated lecturers appointed prior to 1 January 2008 and who are on applicable salary notches (refer to paragraph 4.2 and Annexure 3 to determine whether college-remunerated lecturers are on applicable salary levels/notches).
- 3.2 Use basic salary as on 1 July 2007 (after cost-of-living adjustment and salary progression have been implemented).

College remunerated lecturers: in some cases the 2007 cost-of-living adjustments may only be reflected on the October/November/ December

2007 salary advices/records.

- 3.3 Determine REQV and post level of lecturer.
- 3.4 Translate July 2007 basic salary to January 2008 OSD salary notch by using the tables provided in Annexure 1.

Example A:

- A.1 Lecturer with REQV 13, with basic salary on 1 July 2007 of R108078 (notch 7.2) translates to R113016.
- A.2 Lecturer with REQV 14, with basic salary on 1 July 2007 of R108078 (notch 7.2) translates to R117600.
- A.3 Lecturer REQV 14, with basic salary on 1 July 2007 of R151257 (notch 8.14) translates to R158508.
- A.4 Post level 3 lecturer, with basic salary on 1 July 2007 of R178830 (notch 9.13) translates to R187716.

- 3.5 Translate salary as determined in paragraph 3.4 above, to the basic salary amount/notch under July 2009 column by using the tables provided in Annexure 2.

Example B:

- B.1 R113016 (notch 83) translates to R138624 (notch 83).
- B.2 R117600 (notch 87) translates to R144243 (notch 87).
- B.3 R158508 (notch 117) translates to R194421 (notch 117).
- B.4 R187716 (notch 134) translates to R229215 (notch 134).

- 3.6 Salary progression (ELRC Collective Agreement 4 of 2009)
- 3.6.1 Only lecturers who have been employed for twelve months or more on 31 March 2010, are eligible for salary progression, i.e. a lecturer appointed after 1 April 2009 will not be eligible for salary progression.
- 3.6.2 Add 3 notches to the notch identified in paragraph 3.5 above, provided that the 3 notches equal at least 3%. Where the difference between notches is less than 1%, an additional notch has to be added.

The difference between the following notches is less than 1%:

Notches 26 and 27 (0,1%)
Notches 77 and 78 (0.3%)
Notches 117 and 118 (0,5%)
Notches 154 and 155 (0,5%)

- 3.6.3 Salary progression is awarded automatically – no performance assessment scores are taken into account.

Example C:

- C.1 Add 3 notches to notch 83 (refer to example B.1) = notch 86 (R142818).*
- C.2 Add 3 notches to notch 87 (refer to example B.2) = notch 90 (R148626).*
- C.3 Add 3 notches to notch 117 (refer to example B.3) = notch 120 (R199404). However, the difference between notch 117 and 118 is less than 1%. Therefore, add 4 notches = notch 121 (R201408).*
- C.4 Add 3 notches to notch 134 (refer to example B.4) = 137 (R236163).*

3.7 Recognition of experience (RoE) (ELRC Collective Agreement 4 of 2009)

- 3.7.1 For every completed 36 months of continuous (uninterrupted) service as on 31 March 2010, a lecturer gets one additional notch, provided that 1 notch equals at least 1%. Refer to paragraph 3.6.2 for notches with a difference of less than 1%.

3.7.2 Continuous (uninterrupted) service includes, inter alia, the following:

3.7.2.1 Employed without a break in service as CS educator by the state up to 31 December 2007 and transferred to the employ of the college on 1 January 2008.

3.7.2.2 Employed without a break in service as lecturer by the college (irrespective of whether the lecturer is remunerated by college or via Persal system).

3.7.2.3 Continuous (uninterrupted) employment includes service rendered in either a temporary/fixed term capacity and/or permanent capacity without a break in service.

3.7.2.4 Lecturers employed without a break in service by the college, then moved to the employ of provincial departments of education and then were transferred to the employ of a college on 1 January 2008. The original date of appointment by the college must be used.

3.7.2.5 Service for which a lecturer received a pension payout irrespective of whether it was a resignation benefit or pension gratuity (and monthly pension in some cases) will not be taken into account for RoE purposes.

3.7.2.6 The service of a lecturer, who resigned from the employ of a provincial department or a college and, without a break in service, assumed duty at the same or another college, will be considered as continuous (uninterrupted) service. However, if a lecturer resigned and a resignation benefit was paid out, the period for which the pension benefit was paid out, will not be taken into account for RoE purposes (refer to par 3.7.2.5 above).

3.7.2.7 The service of an educator who, after 1 January 2008, transferred as a lecturer to the employ of a college and whose basic salary was decreased from a notch on the educators' OSD salary scale to a notch on the applicable FET salary levels, will be recognized for RoE purposes; provided that his/her current basic salary does not reflect any RoE salary adjustment.

3.7.2.8 Lecturers with any break of service will not benefit for the period prior to the break of service.

3.7.2.9 Continuous service is calculated from date of appointment (date of appointment to promotion post not relevant), up to 31 March 2010.

- *Only service as a CS educator (educator or lecturer) is taken into account for RoE purposes, i.e. only service as educator (appointed in terms of the EEA) or lecturer (appointed in terms of the EEA or FETC Act) will be recognised.*

Example: A person is appointed on 1 January 2005 as an IT technician. On 1 January 2009 he/she is appointed as IT lecturer. Only service as from 1 January 2009 is recognised for RoE purposes.

The same principle as above would apply to an Assistant-Director employed in the public service, who applies for the post of, e.g. Campus Manager.

- *The date of appointment on the Persal system has to be verified as Persal only reflects the most date of appointment in the case of fixed term contracts/temporary appointments.*
- *In the case of lecturer who was originally employed and remunerated by the college and then remunerated via Persal, supporting documents pertaining to the date of appointment must be submitted to provincial HR practitioners (Persal). Such RoE adjustments will have to be made manually.*

TABLE FOR RECOGNITION OF EXPERIENCE FOR FET COLLEGE LECTURERS

	No. of Years of Experience	Notches gained	Benefit N/Y
1	0 – 2 <i>Appointed on or between 2 April 2007 and 31 March 2010</i>	0	N
2	3 – 5 <i>Appointed on or between 2 April 2004 and 1 April 2007</i>	1	Y
3	6 – 8 <i>Appointed on or between 2 April 2001 and 1 April 2004</i>	2	Y
4	9 – 11 <i>Appointed on or between 2 April 1998 and 1 April 2001</i>	3	Y
5	12 – 14 <i>Appointed on or between 2 April 1995 and 1 April 1998</i>	4	Y
6	15 – 17 <i>Appointed on or between 2 April 1992 and 1 April 1995</i>	5	Y
7	18 – 20 <i>Appointed on or between 2 April 1989 and 1 April 1992</i>	6	Y
8	21 – 23 <i>Appointed on or between 2 April 1986 and 1 April 1989</i>	7	Y
9	24 – 26 <i>Appointed on or between 2 April 1983 and 1 April 1986</i>	8	Y
10	27 – 29 <i>Appointed on or between 2 April 1980 and 1 April 1983</i>	9	Y
11	30 – 32 <i>Appointed on or between 2 April 1977 and 1 April 1980</i>	10	Y
12	33 – 35 <i>Appointed on or between 2 April 1974 and 1 April 1977</i>	11	Y
13	36 – 38 <i>Appointed on or between 2 April 1971 and 1 April 1974</i>	12	Y
14	39 – 41 <i>Appointed on or between 2 April 1968 and 1 April 1971</i>	13	Y
15	42 – 44 <i>Appointed on or between 2 April 1965 and 1 April 1968</i>	14	Y
16	45 ++ <i>Appointed prior to 2 April 1965</i>	15	Y

Example D:

- D.1 Lecturer was appointed on 1 January 2005. On 31 March 2010 he would have had 6 years' and 3 months' service = 2 additional notches.*
- D.2 Lecturer was appointed on 1 July 1997. On 31 March 2010 he would have had 12 years' 9 months' service = 3 additional notches.*
- D.3 Lecturer was appointed on 1 April 2008. On 31 March 2010 he would have had 2 years' service = no additional notch.*
- D.4 Lecturer was appointed 1 September 1983. On 31 March 2010 he would have had 26 years' 6 months' service = 8 additional notches.*

3.7.3 Add the number of notches determined above, to the notch determined in paragraph 3.6. Verify that the lecturer's adjusted basic salary falls within the applicable salary range (refer to Annexure 4). If, after the translation process has been concluded, the basic salary is higher than the maximum of the applicable salary range, apply the provisions of paragraph 8 of the *Business Rules*.

3.7.4 The notch determined in terms of paragraph 3 of the Business Rules is the notch to which a lecturer's basic salary must be adjusted retrospectively to 1 April 2010.

Example E:

E.1 Add 2 notches to notch 86 (refer to Example C.1 and D.1) = notch 88 (R145695).

E.2 Add 3 notches to notch 90 (refer to Example C.2 and D.2) = notch 93 (R153129).

E.3 No RoE – basic salary remains at notch 120 (R199404). Refer to Example C.3 and D.3.

E.4 Add 8 notches to notch 137 (refer to Example C.4 and D.4) = notch 145 (R255720).

4. Translation of basic salary: lecturers appointed prior to 1 January 2008 and whose current basic salaries fall within the minimum and maximum amounts of the applicable current FET salary levels, but are not equal to any of the notches

4.1 Verify that the lecturer's current basic salary falls on or between the minimum and maximum notch of the current applicable FET salary levels (in line with qualifications and post level of the lecturer).

4.1.1 Post levels applicable to lecturer posts

<i>Applicable salary levels (refer to Annexure 3 for notches and amounts)</i>	
<i>Post level 1</i>	
<i>REQV 10:</i>	<i>Salary level 3</i>
<i>REQV 11:</i>	<i>Salary levels 4 and 5</i>
<i>REQV 12:</i>	<i>Salary levels 5 and 6</i>

<i>REQV 13:</i>	<i>Salary levels 6, 7, 8 and 9</i>
<i>REQV 14:</i>	<i>Salary levels 7, 8 and 9</i>
<i>Post level 2:</i>	<i>Salary levels 8 and 9</i>
<i>Post level 3:</i>	<i>Salary levels 9 and 10</i>
<i>Post level 4 and 5:</i>	<i>Salary levels 10 and 11</i>

4.1.2 Qualifications: REQVs

Relative Education Qualification Value (REQV)	
10	<i>Grade 12 or lower without a teacher's qualification</i>
11	<i>Grade 8, 9,10 or 11 plus a teacher's qualification of at least two years relevant training</i>
12	<i>Grade 12 plus one or two years relevant training</i>
13	<i>Grade 12 plus three years relevant training</i>
13(s)	<i>N3 plus trade certificate</i>
14	<i>Grade 12 plus four years relevant training</i>
15	<i>Grade 12 plus five years relevant training</i>
16	<i>Grade 12 plus six years relevant training. Only professionally* qualified educators can be classified as REQV 16, provided such persons are in possession of a recognized completed degree.</i> <i>* Professionally qualified lecturers refer to lecturer with a teaching qualification.</i>
17	<i>Grade 12 plus seven years relevant training. To be regarded as having an REQV 17, a candidate must, in addition to the requirements for classification under REQV 16, also be in possession of at least a recognised master's degree or an approved NQF level 8- qualification.</i>

- 4.2 Translate the lecturer's current basic salary to the nearest higher notch on the 2009 FET salary scales.

Example F:

- F.1 *REQV 13 lecturer's basic salary is currently R112000. The salary falls between notches 6.6 and 6.7. Refer to Annexure 3 under the 2009 column. Basic salary is translated to notch 6.7 = R112872.*
- F.2 *REQV 14 lecturer's basic salary is currently R155000. The salary falls between notches 7.16 and 8.1. Refer to Annexure 3 under the 2009 column. Basic salary is translated to notch 8.1 = R163020.*
- F.3 *Post level 2 lecturer's basic salary is currently R166024. The salary falls between notches 8.2 and 8.3. Refer to Annexure 3 under the 2009 column. Basic salary is translated to notch 8.3 = R166308.*
- F.4 *Post level 5 lecturer's basic salary is currently R310000. The salary falls between notches 11.10 and 11.11. Refer to Annexure 3 under the 2009 column. Basic salary is translated to notch 11.11 = R310284.*

4.3 Follow the same procedure as indicated in paragraph 3 above to determine the lecturer's basic salary as on 1 April 2010.

5. Translation of basic salary: lecturers appointed prior to 1 January 2008 and whose basic salary is currently less than the minimum basic salary applicable to the post

- 5.1 Verify that the lecturer is earning less than the current applicable minimum basic salary (refer to paragraph 4.2 of the *Business Rules* and Annexure 3).
- 5.2 Translate the current basic salary to the current minimum applicable basic salary.

Example G:

- G.1 *REQV 13 lecturer's basic salary is R80000. Minimum notch applicable to REQV 13, is notch 6.1. Translate basic salary to R106332 (notch 6.1). Refer to Annexure 3.*
- G.2 *REQV 11 lecturer's basic salary is R60000. Minimum notch applicable to REQV 11, is notch 4.1. Translate basic salary to R72600 (notch 4.1). Refer to Annexure 3.*
- G.3 *Post level 3 lecturer's basic salary is R180000. Minimum notch applicable to post level 3 post is notch 9.1, Translate basic salary to R193776 (notch 9.1). Refer to Annexure 3.*

5.3 Follow the same procedure as indicated in paragraph 3 above to determine the notch to which the lecturer must be appointed retrospectively on 1 April 2010.

6. Translation of salary: Lecturers on REQV 10, 11 and 12

6.1 The following is applicable only to REQV 10, 11 and 12 lecturers who were appointed permanently in terms of ELRC Collective Agreement 4 of 2001:

6.1.1 Follow the steps provided in paragraph 3 of the *Business Rules*.

6.1.2 Determine the notch to which the lecturer's salary must be adjusted retrospectively to 1 April 2010. If this notch is lower than notch 56, the lecturer's salary must be adjusted to notch 56, with effect 1 April 2010.

Notch 56 is the minimum notch applicable to REQV 13. These lecturers' salaries are adjusted to the REQV 13 salary range, for salary purposes only, i.e. it does not imply that the lecturer now has a REQV 13 qualification.

6.1.3 This provision will only be applicable to REQV 10, 11 and 12 lecturers who transferred on 1 January 2008 and who were appointed to a permanent post in terms of the mentioned ELRC Collective Agreement.

Example H

H.1 After steps provided in paragraph 3 have been followed, REQV 10 lecturer is on notch 45 (includes January 2008 adjustment, salary progression and RoE) = R95841 (refer to Annexure 2, July 2009 column). As notch 45 is below notch 56, the lecturer's salary must be adjusted to notch 56 = R106917.

H.2 REQV 12 lecturer's salary is translated to OSD notch 51 = R82200 (Annexure 2, January 2008 column). Add 3 notches for salary progression and, for example, 8 notches for RoE = notch 62 = R11352 (Annexure 2, July 2009 column).

In terms of this provision, it is possible for these REQV 10, 11 or 12 lecturer to progress beyond notch 56.

H.3 It is important to note that only the REQV 10, 11 and 12 lecturers as defined in paragraph 6.1 may progress beyond notch 56. Other REQV 10, 11 and 12 lecturers may only progress in terms of the applicable salary range (minimum notch 4 and maximum notch 55).

7. Translation of basic salary: Lecturers appointed after 1 January 2008

7.1 Verify whether the lecturer's salary, as on 31 March 2010, was on an applicable notch on the current FET salary levels. If not, apply the provisions of paragraph 4.1 to 4.3 or paragraph 5.1 to 5.2 of the *Business Rules*.

7.2 Identify the current notch (e.g. notch 6.1 or 8.14).

Example I

- I.1 REQV 13 lecturer was appointed on 1 January 2009. Basic salary is R106332 = notch 6.1.*
- I.2 REQV 14 lecturer was appointed on 1 March 2010. Basic salary is R145008 = notch 7.11.*
- I.3 REQV 13 lecturer was appointed on 1 July 2009. Basic salary is R60000. The salary is less than the minimum applicable salary. Apply provisions of paragraph 5.1 and 5.2 = translate basic salary to minimum applicable notch = R106332 = notch 6.1.*

- 7.3 Use the notch, as determine in paragraph 7.2 above, and translate the notch to the corresponding amount under the Jan 2008 OSD column.
- 7.4 Translate to the July 2009 column (Annexure 2).
- 7.5 Only lecturers appointed on or prior to 1 April 2009 will be eligible for salary progression (3 notches).
- 7.6 This is the notch to which a lecturer's basic salary will be adjusted retrospectively to 1 April 2010, or if appointed after 1 April 2010, on date of appointed.
- 7.7 No lecturer appointed after 1 January 2008 will be eligible for additional RoE notches.

Example J:

- J.1 Lecturer is currently on notch 6.1. Refer to Example I.1 above. Had he been employed on 1 January 2008, his basic salary would have been R85908 (notch 6.1) and it would have been translated to R89892 (Annexure 1) in line with paragraph 3.4 above on 1 January 2008. Then translate salary to R111258 (OSD notch 60) under July 2009 column (Annexure 2).*

Note: In this case the lecturer will only get 3 additional notches for salary progression and none for RoE.

- J.2 Lecturer is currently on notch 7.11. Refer to Example H.2 above. Had he been employed on 1 January 2008 his basic salary would have been R118209 (notch 7.11) and would have been translated to R123600 (Annexure 1) in line with paragraph 3.4 above on 1 January 2008. Then translate salary to R151611 (OSD notch 92) under July 2009 column (Annexure 2).*

Note: In this case the lecturer will not get any additional notches for either salary progression (he has not been employed for 12 months on 31 March 2010) nor RoE.

8. Translation of basic salary: lecturers promoted after 1 January 2008

- 8.1 Follow the same procedure as set out in paragraph 7 above. Use the lecturer's basic salary, as on 31 March 2010, to determine what his/her notch would have been, had he/she occupied his/her current post on 1 January 2008.
- 8.2 The *Business Rules* do not apply to "internal promotions" where basic salaries of lecturers remunerated via the Persal system, are "topped-up" by the college (refer to paragraph 2.4 above).

Example K:

- K.1 Lecturer was appointed on 1 June 2009 to a post level 2 post. Salary as on 31 March 2010 = R163020 (salary notch 8.1). Salary notch 8.1 is translated to R144924 (Annexure A, OSD January 2008 column), then translated to R177771 = notch 108 (Annexure 2, Jul 2009 column). Neither salary progression nor RoE added.
- K.2 Lecturer was appointed to a post level 3 post on 1 October 2008. Salary as on 31 March 2010 = R209844 (salary notch 9.9). Salary notch 9.9 is translated to R180396 (Annexure A, OSD January 2008 column), then translated to R220276 = notch 130 (Annexure 2, Jul 2009 column). Add 3 notches for salary progression. No RoE.

- 8.3 Lecturers promoted on 1 April 2010 will be dealt with on an individual basis, based on the principle that adjustments/translations in terms of FETCBU Collective Agreement 1 of 2010 are done based on the salary as on 31 March 2010. The provisions relating to a promotion post must be applied to the salary as on 1 April 2010.

9. Lecturers on personal notches on new salary scale

- 9.1 The following principles apply:
- 9.1.1 No lecturer may be appointed or may progress beyond the maximum notch of the applicable salary range as indicated in clause 4.2.3 of FETCBU Collective Agreement 1 of 2010 and Annexure 4.
- 9.1.2 No lecturer will receive a basic salary that is less than what he received on 31 March 2010.
- 9.2 Translate current basic salary to educators' OSD salary scale in terms of the provisions of paragraph 3.1 to 3.5 of the *Business Rules*. If the translated salary is higher than the maximum notch of the applicable salary range (refer to Annexure 4), the lecturer will not qualify for salary progression or RoE. He/she will retain the notch as determined until such time that he falls within the applicable salary range. This implies that he will not be eligible for either cost of living increase or salary progression until his salary falls within the applicable salary range.

- 9.3 Should the lecturer's salary exceed the maximum notch when salary progression and RoE notches are added, he/she would only progress to the maximum notch.

Example L:

L.1 Post level 1 lecturer with REQV 13 has 2007 basic salary of R198072 (notch 10.1). Translate salary to OSD salary and then to July 2009 column = R207348 = R253188 (notch 144).

Note: 10.1 must be translated by using post level 3 translation table.

Salary range (new salary) applicable to post level 1 lecturers (REQV 13): minimum notch 56 to maximum notch 138 = R238521.

Basic salary is higher than the maximum notch applicable to REQV and post level. No additional notches for salary progression and RoE are added. Lecturer will remain on the "Personal notch" until such time that his/her salary falls within the applicable salary range.

10. Pay progression: 1 July 2010

- 10.1 In terms of clause 4.4 of FETCBU Collective Agreement 1 of 2010, an additional notch (1 notch) to the salary applicable as from 1 April 2010 must be added to the basic salary applicable as from 1 July 2010.
- 10.2 The notch will be awarded automatically.
- 10.3 Each notch must equal at least 1%. Refer to paragraph 3.6.2.
- 10.4 A lecturer cannot progress to a notch higher than his/her maximum notch, e.g. a REQV 12 lecturer on notch 55 will remain on that notch. He/she will not be able to progress to notch 56 (excluding REQV 10 to 12 lecturers covered in paragraph 6 of the *Business Rules*).

Example N:

N.1 Add 1 notch to notch 88 (refer to Example E.1) = notch 89.

N.2 Add 1 notch to notch 93 (refer to Example E.1) = notch 94.

N.3 Lecturer is on notch 117 (difference between notch 117 and 118 is less than 1%, therefore, add 2 notches = notch 119).

N.4 Add 1 notch to notch 145 (refer to example E.1) = notch 146.

11. General salary increase: 1 July 2010

- 11.1 Refer to Annexure 2. Translate notch/amount determined in paragraph 11 above to the amount under July 2010 column.

Example O:

- O.1 Notch 89 (R147147) translates to R
O.2 Notch 94 (R154659) translates to R
O.3 Notch 146 (R258279) translates to R

12. Calculation of back dated amounts due to lecturers

- 12.1 Two separate calculations must be done to determine the back dated amounts to be paid to lecturers:

Period 1 April 2010 – 30 June 2010
Period 1 July – implementation date

- 12.2 Period 1 April 2010 – 30 June 2010

12.2.1 If the lecturer's basic salary remained the same for April, May and June 2010, calculate the difference between the basic salary determined in terms of the *Business Rules* (paragraph 3, 4, 5, 6, 7 or 8) and the basic salary received at the end of April, divide by 12 and multiply by 3.

12.2.2 Normal tax deductions.

Example P:

- P.1 April, May and June 2010 basic salary received = R136608 (notch 7.4)
Adjusted basic salary as from 1 April 2010 = R145695 (notch 88) (determined in terms of paragraph 3 of the *Business Rules*)
Difference: $R145695 - R136608 = R9087 \div 12 \times 3 = R2271$
Back payment due = R2271 (less tax).
- P.2 April, May and June 2010 basic salary received = R222756 (notch 9.15)
Adjusted basic salary as from 1 April 2010 = R255720 (notch 145) (determined in terms of paragraph 3 of the *Business Rules*)
Difference: $R255720 - R222756 = R32964 \div 12 \times 3 = R8376$
Back payment due = R8376 (less tax)

12.2.3 If the basic salary has changed during April, May or June 2010 (may have happened due to promotion, recognition of improvement of qualifications or recognition of previous service), the basic salary for each month must be deducted from the new monthly basic salary (as determined in terms of the *Business Rules*). Add the monthly differences together.

12.3 Period 1 July – date of implementation

12.3.1 Calculate the difference between the basic salary determined in terms of the *Business Rules (including salary progression and cost of living increase implemented on 1 July 2010)* and basic salary received in July, August, September and October 2010 divide by 12 and multiply by number of months (in this case 4 months).

12.3.2 Normal tax deductions.

12.4 Back dated payment: service bonus

12.4.1 Service bonuses paid in April, May, June, July, August and September must be recalculated. Calculate what the service bonus would have been had FETCBU Collective Agreement 1 of 2010 had been implemented in April 2010, i.e. take the basic salary determined in terms of the *Business Rules (paragraph 3, 4, 5, 6, 7 or 8)* and divide by 12. Back payment due will be the difference between the revised service bonus and the service bonus paid out.

12.4.2 Service bonuses for October must be based on the revised basic salary.

13. Determination of salary on promotion

13.1 The salary of an educator who is promoted must be adjusted to the minimum notch of the salary range applicable to the higher post level: provided that the lecturer's salary is increased by at least 6 % for each post level that the new post level is higher than his/her current post. (Refer to paragraph 3.6.2 for notches with a difference of less than 1%.)

13.2 If an educator is appointed to a higher post level on the same date that he/she would have been eligible for salary progression, the progression will first be implemented after which his/her salary will be adjusted in terms of the paragraph above.

Example M:

M.1 Post level 1 lecturer on notch 90 is promoted to a post level 2 post. The salary range applicable to post level 2 = minimum notch 108 and maximum notch 201. The lecturer's salary is adjusted to notch 108.

M.2 Post level 1 educator on notch 106 is promoted to a post level 2 post. The

salary range applicable to post level 2 = minimum notch 108 and maximum notch 201. He/she is appointed to notch 112 (6% higher than his/her salary immediately prior to promotion).

M.3 Post level 1 lecturer on notch 129 is promoted to a post level 3 post. The salary range applicable to post level 3 = minimum notch 126 and notch 209. He/she is appointed to notch 138 (2 x 6% higher than his/her salary notch prior to promotion was already in the salary range applicable to post level 3).

Ntch	Jul/Dec '07	OSD Jan '08	Ntch	Jul/Dec '07	OSD Jan '08	Ntch	Jul/Dec '07	OSD Jan '08	Ntch	Jul/Dec '07	OSD Jan '08
PL 1 REQV 13 and below			8.1	132897	139272	8.13	149754	156936	11.8	247749	258096
3.1	49974	52008	8.2	134229	140664	8.14	151257	158508	11.9	250227	260676
3.2	50478	52524	8.3	135573	142068	8.15	152772	160092	11.10	252729	263280
3.3	50982	53052	8.4	136923	143496	8.16	154293	161688	11.11	255258	265920
3.4	51489	53580	8.5	138294	144924	9.1	158688	166584	11.12	257814	268572
3.5	52011	54120	8.6	139680	146376	9.2	160275	168252	11.13	260394	271260
3.6	52527	54660	8.7	141078	147840	9.3	161886	169932	11.14	262995	273972
3.7	53052	55212	8.8	142488	149316	9.4	163503	171636	11.15	265626	276708
3.8	53583	55764	8.9	143913	150816	9.5	165138	173352	11.16	268281	279480
3.9	54120	56316	8.10	145353	152316	9.6	166791	175080			
3.10	54657	56880	8.11	146805	153840	9.7	168465	176832	PL 6		
3.11	55209	57444	8.12	148272	155375	9.8	170151	178608	12.1	278127	296676
3.12	55758	58020	8.13	149754	156936	9.9	171852	180385	12.2	280911	296676
3.13	56319	58608	8.14	151257	158508	9.10	173574	182196	12.3	283716	296676
3.14	56883	59184	8.15	152772	160092	9.11	175305	184020	12.4	286554	299640
3.15	57450	59784	8.16	154293	161688	9.12	177057	185856	12.5	289422	302640
3.16	58032	60384				9.13	178830	187716	12.6	292314	305664
4.1	58653	61596	PL 1 REQV 14 and above			9.14	180615	189588	12.7	295233	308724
4.2	59241	62208	7.1	107007	117600	9.15	182424	191484	12.8	298191	311808
4.3	59832	62832	7.2	108078	117600	9.16	184248	193404	12.9	301170	314928
4.4	60429	63456	7.3	109161	117600	9.17	185874	193404	12.10	304179	318072
4.5	61041	64092	7.4	110253	118776	9.18	191697	201252	12.11	307224	321252
4.6	61644	64740	7.5	111357	118776				12.12	310296	324468
4.7	62262	65376	7.6	112470	118776	PL 3			12.13	313401	327708
4.8	62892	66036	7.7	113595	119964	9.1	158688	173352	12.14	316533	330984
4.9	63516	66696	7.8	114735	119964	9.2	160275	173352	12.15	319701	334296
4.10	64149	67368	7.9	115884	121164	9.3	161886	173352	12.16	322902	337644
4.11	64794	68040	7.10	117042	122376	9.4	163503	175080			
4.12	65442	68712	7.11	118209	123600	9.5	165138	175080			
4.13	66096	69408	7.12	119391	124836	9.6	166791	175080			
4.14	66762	70092	7.13	120585	126084	9.7	168465	176832			
4.15	67422	70800	7.14	121791	127344	9.8	170151	178608			
4.16	68100	71508	7.15	123015	128616	9.9	171852	180396			
5.1	69390	72216	7.16	124242	129900	9.10	173574	182196			
5.2	70089	72948	7.17	125655	131196	9.11	175305	184020			
5.3	70785	73668	8.1	132897	139272	9.12	177057	185856			
5.4	71496	74412	8.2	134229	140664	9.13	178830	187716			
5.5	72210	75156	8.3	135573	142068	9.14	180615	189588			
5.6	72936	75900	8.4	136923	143496	9.15	182424	191484			
5.7	73665	76668	8.5	138294	144924	9.16	184248	193404			
5.8	74400	77436	8.6	139680	146376	9.17	185874	193404			
5.9	75147	78204	8.7	141078	147840	9.18	191697	201252			
5.10	75894	78984	8.8	142488	149316	10.1	198072	207348			
5.11	76659	79776	8.9	143913	150816	10.2	200055	209424			
5.12	77424	80580	8.10	145353	152316	10.3	202059	211524			
5.13	78198	81384	8.11	146805	153840	10.4	204078	213636			
5.14	78981	82200	8.12	148272	155376	10.5	206124	215772			
5.15	79770	83016	8.13	149754	156936	10.6	208188	217932			
5.16	80565	83844	8.14	151257	158508	10.7	210270	220104			
5.17	81363	84684	8.15	152772	160092	10.8	212367	222312			
6.1	85908	89892	8.16	154293	161688	10.9	214497	224532			
6.2	86766	90792	9.1	158688	166584	10.10	216639	226776			
6.3	87633	91704	9.2	160275	168252	10.11	218808	229044			
6.4	88506	92616	9.3	161886	169932	10.12	220995	231336			
6.5	89394	93540	9.4	163503	171636	10.13	223200	233652			
6.6	90288	94476	9.5	165138	173352	10.14	225435	235992			
6.7	91194	95424	9.6	166791	175080	10.15	227694	238344			
6.8	92109	96384	9.7	168465	176832	10.16	229968	240732			
6.9	93027	97334	9.8	170151	178608						
6.10	93954	98316	9.9	171852	180396	PL 4 and 5					
6.11	94899	99300	9.10	173574	182196	10.1	198072	213636			
6.12	95847	100296	9.11	175305	184020	10.2	200055	213636			
6.13	96807	101292	9.12	177057	185856	10.3	202059	213636			
6.14	97776	102312	9.13	178830	187716	10.4	204078	213636			
6.15	98754	103332	9.14	180615	189588	10.5	206124	215772			
6.16	99741	104364	9.15	182424	191484	10.6	208188	217932			
7.1	107007	111888	9.16	184248	193404	10.7	210270	220104			
7.2	108078	113016	9.17	185874	193404	10.8	212367	222312			
7.3	109161	114144	9.18	191679	201252	10.9	214497	224532			
7.4	110253	115284				10.10	216639	226776			
7.5	111357	116436	PL 2			10.11	218808	229044			
7.6	112470	117600	8.1	132897	144924	10.12	220995	231336			
7.7	113595	118776	8.2	134229	144924	10.13	223200	233652			
7.8	114735	119964	8.3	135573	144924	10.14	225435	235992			
7.9	115884	121164	8.4	136923	146376	10.15	227694	238344			
7.10	117042	122376	8.5	138294	146376	10.16	229968	240732			
7.11	118209	123600	8.6	139680	146376	11.1	231075	240732			
7.12	119391	124836	8.7	141078	147840	11.2	233388	243132			
7.13	120585	126084	8.8	142488	149316	11.3	235719	245568			
7.14	121791	127344	8.9	143913	150816	11.4	238077	248028			
7.15	123015	128616	8.10	145353	152316	11.5	240459	250500			
7.16	124242	129900	8.11	146805	153840	11.6	242865	253008			
7.17	125655	131196	8.12	148272	155376	11.7	245295	255540			

**OSD TRANSLATION
TABLES 1 JANUARY
2008**

OSD SALARY ADJUSTMENTS 2008 – 2010

Nth	2008 Jan	2009 Jul	2010-Jul
1	49980	62418	
2	50484	63042	
3	50988	63678	
4	51492	64301	
5	52008	64953	
6	52524	65592	
7	53052	66255	
8	53580	66906	
9	54120	67584	
10	54660	68262	
11	55212	68955	
12	55764	69633	
13	56316	70323	
14	56880	71028	
15	57444	71733	
16	58020	72453	
17	58608	73185	
18	59184	73902	
19	59784	74664	
20	60384	75408	
21	60984	76155	
22	61596	76914	
23	62208	77688	
24	62832	78459	
25	63456	79245	
26	64092	80034	
27	64740	80130	
28	65376	80925	
29	66036	81729	
30	66696	82551	
31	67368	83382	
32	68040	84216	
33	68712	85050	
34	69408	85911	
35	70092	86757	
36	70800	87630	
37	71508	88503	
38	72216	89376	
39	72948	90291	
40	73668	91179	
41	74412	92106	
42	75156	93021	
43	75900	93948	
44	76668	94887	
45	77436	95841	
46	78204	96795	
47	78984	97764	
48	79776	98745	
49	80580	99741	
50	81384	100734	
51	82200	101742	
52	83016	102750	
53	83844	103773	
54	84684	104808	
55	85536	105867	
56	86388	106917	
57	87252	107991	

Nth	2008 Jan	2009 Jul	2010 Jul
58	88128	109080	
59	8904	110157	
60	89892	111258	
61	90792	112374	
62	91704	113502	
63	92616	114630	
64	93540	115773	
65	94476	116928	
66	95424	118098	
67	96384	119295	
68	97344	120477	
69	98316	121686	
70	99300	122898	
71	100296	124134	
72	101292	125370	
73	102312	126633	
74	103332	127896	
75	104364	129174	
76	105408	130454	
77	106464	131766	
78	107520	131883	
79	108600	133215	
80	109692	134547	
81	110784	135891	
82	111888	137250	
83	113016	138624	
84	114144	140007	
85	115284	141408	
86	116436	142818	
87	117600	144243	
88	118776	145695	
89	119964	147147	
90	121164	148626	
91	122376	150105	
92	123600	151611	
93	124836	153129	
94	126084	154659	
95	127344	156204	
96	128616	157764	
97	129900	159336	
98	131196	160920	
99	132516	162546	
100	133836	164169	
101	135180	165810	
102	136524	167460	
103	137892	169140	
104	139272	170829	
105	140664	172536	
106	142068	174267	
107	143496	176013	
108	144924	177771	
109	146376	179541	
110	147840	181341	
111	149316	183150	
112	150816	184989	
113	152316	186828	
114	153840	188706	

Nth	2008 Jan	2009 Jul	2010 Jul
115	155376	190584	
116	156936	192501	
117	158508	194421	
118	160092	195480	
119	161688	197430	
120	163308	199404	
121	164940	201408	
122	166584	203409	
123	168252	205452	
124	169932	207495	
125	171636	209577	
126	173352	211671	
127	175080	213780	
128	176832	215928	
129	178608	218088	
130	180396	220276	
131	182196	222477	
132	184020	224706	
133	185856	226947	
134	187716	229215	
135	189588	231495	
136	191484	233814	
137	193404	236163	
138	195336	238521	
139	197292	240909	
140	199260	243309	
141	201252	245736	
142	203268	248202	
143	205296	250683	
144	207348	253188	
145	209424	255720	
146	211524	258279	
147	213636	260865	
148	215772	263478	
149	217932	266103	
150	220104	268755	
151	222312	271461	
152	224532	274164	
153	226776	276909	
154	229044	279681	
155	231336	281202	
156	233652	284013	
157	235992	286851	
158	238344	289716	
159	240732	292620	
160	243132	295536	
161	245568	298494	
162	248028	301488	
163	250500	304485	
164	253008	307536	
165	255540	310611	
166	258096	313725	
167	260676	316854	
168	263280	320022	
169	265920	323229	
170	268572	326463	
171	271260	329724	

Annexure 2

Nth	2008 Jan	2009 Jul	2010 Jul
172	273972	333024	
173	276708	336351	
174	279480	339717	
175	282276	343110	
176	285096	346542	
177	287952	350013	
178	290832	353511	
179	293736	357048	
180	296676	360612	
181	299640	364215	
182	302640	367872	
183	305664	371541	
184	308724	375264	
185	311808	379014	
186	314928	382800	
187	318072	386628	
188	321252	390483	
189	324468	394404	
190	327708	398337	
191	330984	402324	
192	334296	406350	
193	337644	410415	
194	341016	414507	
195	344424	418653	
196	347868	422838	
197	351348	427074	
198	354864	431352	
199	358416	435666	
200	361992	440010	
201	365616	444420	
202	369276	448866	
203	372960	453342	
204	376692	457884	
205	380460	462462	
206	384264	467082	
207	388104	471744	
208	391992	476469	
209	395904	481233	
210	399864	486039	
211	403872	490908	
212	407904	495819	
213	411984	500769	
214	416100	505773	
215	420264	510840	
216	424464	515949	
217	428712	521112	
218	432996	526311	
219	437328	531579	
220	441708	536898	
221	446124	542271	

Salary scales of lecturers: 2007 to 2009

Nth	Jul 2007	Jul 2008	Jul 2009		Nth	Jul 2007	Jul 2008	Jul 2009		Nth	Jul 2007	Jul 2008	Jul 2009		Nth	Jul 2007	Jul 2008	Jul 2009
3.1	49974	55224	62412		4.1	58653	64812	72600		5.1	69390	76680	85884		6.1	85908	94932	106332
3.2	50478	55788	63048		4.2	59241	65472	73332		5.2	70089	77460	86760		6.2	86766	95880	107388
3.3	50982	56340	63672		4.3	59832	66120	74064		5.3	70785	78228	87624		6.3	87633	96840	108468
3.4	51489	56904	64308		4.4	60429	66780	74796		5.4	71496	79008	88500		6.4	88506	97800	109536
3.5	52011	57480	64956		4.5	61041	67452	75552		5.5	72210	79800	89376		6.5	89394	98784	110640
3.6	52527	58044	65592		4.6	61644	68124	76308		5.6	72936	80604	90288		6.6	90288	99780	111756
3.7	53052	58632	66264		4.7	62262	68808	77076		5.7	73665	81408	91188		6.7	91194	100776	112872
3.8	53583	59220	66924		4.8	62892	69504	77856		5.8	74400	82212	92088		6.8	92109	101784	114000
3.9	54120	59808	67584		4.9	63516	70896	78612		5.9	75147	83040	93012		6.9	93027	102804	115152
3.10	54657	60396	68256		4.10	64149	70604	79404		5.10	75894	83868	93936		6.10	93954	103824	116292
3.11	55209	61008	68940		4.11	64794	71604	80208		5.11	76659	84720	94896		6.11	94899	104868	117456
3.12	55758	61620	69636		4.12	65442	72324	81012		5.12	77424	85560	95832		6.12	95847	105912	118632
3.13	56319	62244	70344		4.13	66096	73044	81816		5.13	78198	86412	96792		6.13	96807	106980	119820
3.14	56883	62856	71028		4.14	66762	73776	82632		5.14	78981	87276	97752		6.14	97776	108048	121020
3.15	57450	63492	71748		4.15	67422	74508	83460		5.15	79770	88152	98736		6.15	98754	109128	122232
3.16	58032	64128	72468		4.16	68100	75252	84288		5.16	80565	89028	99720		6.16	99741	110220	123456

Nth	Jul 2007	Jul 2008	Jul 2009		Nth	Jul 2007	Jul 2008	Jul 2009		Nth	Jul 2007	Jul 2008	Jul 2009
7.1	107007	118248	131256		8.1	132897	146856	163020		9.1	158688	175356	193776
7.2	108078	119436	132576		8.2	134229	148332	164652		9.2	160275	177108	195708
7.3	109161	120624	133896		8.3	135573	149820	166308		9.3	161886	178896	197688
7.4	110253	121836	135240		8.4	136923	151308	167952		9.4	163503	180672	199644
7.5	111357	123060	136608		8.5	138294	152820	169632		9.5	165138	182484	201648
7.6	112470	124284	137964		8.6	139680	154356	171336		9.6	166791	184308	203664
7.7	113595	125532	139344		8.7	141078	155892	173052		9.7	168465	186156	205704
7.8	114735	126792	140748		8.8	142488	157452	174780		9.8	170151	188028	207780
7.9	115884	128052	142140		8.9	143913	159024	176520		9.9	171852	189900	209844
7.10	117042	129336	143568		8.10	145353	160620	178296		9.10	173574	191808	211956
7.11	118209	130632	145008		8.11	146805	162228	180084		9.11	175305	193716	214068
7.12	119394	131928	146448		8.12	148272	163848	181872		9.12	177057	195648	216192
7.13	120585	133248	147912		8.13	149754	165480	183684		9.13	178830	197616	218376
7.14	121791	134580	149388		8.14	151257	167148	185544		9.14	180615	199584	220548
7.15	123015	135936	150900		8.15	152772	168816	187392		9.15	182424	201588	222756
7.16	124242	137292	152400		8.16	154293	170496	189252		9.16	184248	203604	224988
										9.17	185874	205392	226968
										9.18	191697	211836	234084

Nth	Jul 2007	Jul 2008	Jul 2009		Jul 2007	Jul 2008	Jul 2009		Jul 2007	Jul 2008	Jul 2009	
10.1	198072	218880	241872		11.1	231075	255348		12.1	278127	307332	338076
10.2	200055	221064	244284		11.2	233388	257904		12.2	280911	310416	341460
10.3	202059	223284	246732		11.3	235719	260472		12.3	283716	313512	344868
10.4	204078	225516	249204		11.4	238077	263076		12.4	286554	316644	348312
10.5	206124	227772	251700		11.5	240459	265716		12.5	289422	319812	351804
10.6	208188	230052	254208		11.6	242865	268368		12.6	292314	323016	355320
10.7	210270	232356	256764		11.7	245295	271056		12.7	295233	326244	358872
10.8	212367	234672	259320		11.8	247749	273768		12.8	298191	329508	362460
10.9	214497	237024	261912		11.9	250227	276504		12.9	301170	332796	366084
10.10	216639	239388	264528		11.10	252729	279276		12.10	304179	336120	369732
10.11	218808	241788	267180		11.11	255258	282072		12.11	307224	339492	373452
10.12	220995	244200	269844		11.12	257814	284892		12.12	310296	342888	377184
10.13	223200	246636	272544		11.13	260394	287736		12.13	313401	346320	380952
10.14	225435	249108	275268		11.14	262995	290616		12.14	316533	349776	384756
10.15	227694	251604	278028		11.15	265626	293520		12.15	319701	353280	388608
10.16	229968	254124	280812		11.16	268281	296460		12.16	322902	356808	392496

SALARY RANGES

	Salary range	
Posts	Notches	
	Min	Max
Post level 1		
REQV 10 11 12	4	55
Lecturer REQV 13	56	138
Lecturer REQV 14+	85	168

Promotion posts		
Education Specialist (FETI) (PL 2)	108	201
Head of Department / Senior Education Specialist (FETI) (PL 3)	126	209
Deputy Chief Education Specialist / Campus Manager (PL 4 and 5)	147	215

NOTE: The job titles referred to above are in line with ELRC Collective Agreement 4 of 2003 and are also the official job titles on the Persal system.

In terms of ELRC Collective Agreement 4 of 2003 colleges could use in-house job titles.

Rank codes