



**MEMORANDUM OF AGREEMENT ON PASS STAFF
REMUNERATION AND CONDITIONS OF EMPLOYMENT
AND RELATED MATTERS FOR 2013**

between

UNIVERSITY OF CAPE TOWN

(hereinafter referred to as the Employer)

And

UNIVERSITY OF CAPE TOWN EMPLOYEES' UNION

(hereinafter referred to as the Union)

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1. Preamble and Scope

This document records the agreement reached between the Employer and the Union in respect of remuneration and conditions of employment for employees in the Payclasses 6 to 12.

2. 2013 Pay Ranges and Performance Bonus

The following differentiated increases to the 2012 pay ranges will be applied with effect from 1 January 2013:

Pay class	Peromnes	2013 Proposal		
		Standard Package 2013	Percentage	Compa Ratio 60
6	12	166,490	6.75%	105.7
7	11	220,493	9.0%	86
8	10	252,318	7.0%	97
9	9	300,021	7.0%	95
10	8	373,890	9.0%	92
11	7	467,410	7.0%	96
12	6	637,748	7.0%	97
		Average	7.53%	97

Staff currently placed above the Standard Package and performing at Category 'A' will receive a guaranteed minimum increase of 5.9%. 'Exceeds 1' will be 7% of the Standard Package of the Pay class and 'Exceeds 2' will be 15% of the Standard package of the Pay class. There will be a range above and below the Standard Package in category 'A', the 3% above will be a once-off non-pensionable payment and the 3% below will form part of the guaranteed Cost of Employment.

(Annexure 1 provides the detailed 2013 ranges and performance categories and sets out the guidelines for the implementation of salary increases for 2013).

3. Medical Aid

The Employer will take into account the results of the medical aid survey and feed the results into the review of Discovery Health when it is benchmarked against other medical aids for 2013.

The Employer will motivate to Discovery Health for the retention of the special concession for staff on the Discovery Health KeyCare plan before January 2013.

4. Study Leave

4.1 The Employer has proposed the revision of the *Study and Examination Leave Policy* which provides 12 days per annum for study and examination purposes as an attempt to provide for a more flexible approach to study leave. The current *Study Leave Policy* which provides

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6 days per annum for examination preparation purposes falls away while leave for examination purposes of 6 days per annum currently 'housed' under *Special Leave* moves to the new policy.

- 4.2 The Employer has agreed that a working group be appointed, to investigate the current need for study and research requirements for Scientific and Technical Officers and the criteria for promotion, who will make recommendations to the Employee Relations Committee early in 2013. The Union is requested to nominate at least two representatives for this working group while two representatives will be nominated by the Scientific and Technical Officers Association by invitation from the Union. The working group will complete its work by April 2013 in order for the recommendations on the Ad Hominem criteria to take effect for the 2013 performance cycle. Any approved changes to the study leave will be with effect from 1 January 2013.

5. Parking

In view of the projected date of the completion of the Campus Access Management Plan, which includes the review of parking, the Employer has agreed to submit the following issues raised by the union in the review:

- Oversubscription;
- Rates of red and yellow bays;
- Ticketing issues for:
 - Yellow parking in red;
 - No permit;
 - Illegal parking (sign of no available bays);
 - Forged permits.

Parking fees for 2013 will be increased by 5.9% using 2012 rates as a base.

6. Staff Tuition Rates

The Union's proposal on university access for staff dependants who meet the Academic entrance requirements but are not accepted, that the Employer review these applications and where possible reconsider placement of these applicants in their chosen field of study, will be supported for inclusion on the agenda of the Admissions Committee at its next meeting following the signing of this agreement.

Appeals against the rejection of qualifying applicants will be fast-tracked via the DVC responsible.

7. Personal Performance System (PPS)

The Employer and the Union held a workshop and the following changes were agreed to:

- 7.1 An amendment to the rating scale to include a 'U' rating for those staff who are too new in their jobs to rate;
- 7.2 Small amendments to the PPS cycle which encourage objective setting at the time of the final review of the previous cycle and so extending the period under review;
- 7.3 A change to the process for 'Exceeds' awards where the Performance Review Consistency Committee of the Faculty or PASS department reviews applications for 'Exceeds' awards,



and makes recommendations to the Central Committee for ratification. This change also includes the requirement that the Dean or ED concerned give feedback to the applicants and nominees;

- 7.4 Changes to the PPS02 form to give greater clarity on the criteria and application process for 'Exceeds' Awards;
- 7.5 The formulation of Terms of Reference for the various Consistency Review Committees, and the Appeals Committee. This change introduces the inclusion of a Dean or ED from another faculty or department on the Faculty or PASS departmental committees, as well as the inclusion of all Deans and EDs and Directors of Faculties and PASS departments and EU representatives on the Central Consistency Review Committee;
- 7.6 Amendments to the Resource Guide and related forms and documents to effect the above;
- 7.7 A change to the PPS01 form to ensure that only the Final Review Rating and comments are submitted to the HR Adviser, instead of the full PPS01 document;
- 7.8 The role and outcome of the appeals tribunal has been confirmed as final;
- 7.9 Recognition of 'Exceeds' Awards will include personalised congratulatory letters to staff from the Vice-Chancellor;
- 7.10 Six training workshop on PPS are run each year at the Staff Learning Centre and numerous workshops are run by the HRAs in the faculties and departments. Rather than making it compulsory for line managers, their own line managers need to manage their correct use of the system.

8. Job Evaluation

The Jobs Project that is currently underway will assist with consistency across the University.

- 8.1 The Employer has agreed that HR Advisers will be trained on advice given in respect of Job Evaluations. This will include confirmation of the existing agreed timelines.
- 8.2 The Employer agrees that it is good practice for jobs to be evaluated routinely and systemically to check whether they have changed. This will be aided by the Jobs Project, noting that Departments, Sections or Functions should send jobs to HR for confirmation on a regular basis, in order to evaluate how duties and job requirements have changed.

9. Employment Equity Plan and Transformation audit

- 9.1 The Employer agrees that Employment Equity Plans should be made available to the Union.
- 9.2 The Employer agrees that PASS staff members may already be assessor members of Faculty Boards and that the question of representation by two PASS staff members on Faculty Boards is to be referred to the first Deans meeting in 2013 for consideration.
- 9.3 The Transformation and Recruitment Offices are currently reviewing the targeted statements used in recruitment advertising and when and how they are used. Feedback on this will be provided through the consultative forum.

10. Succession Planning


The Employer agrees that succession planning should form part of the development plan for a staff member and that the appointment of an OD Manager in HR should assist with formulating a systematic approach to succession planning across the University.

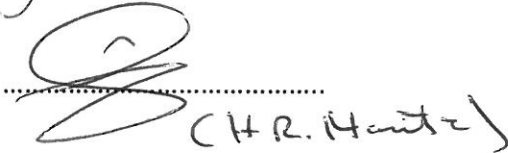
11. Housing Loans against the UCT Retirement Fund

The UCT Retirement Fund together with UCT as Employer have signed an agreement with First National Bank to provide housing loans against the security of staff member's accumulation in the UCT Retirement Fund.

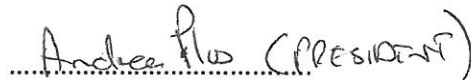
Signed at **RONDEBOSCH** this 23rd day of November **2012**.

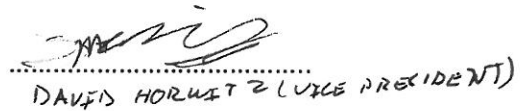
UNIVERSITY OF CAPE TOWN



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Pete Martin


.....
(H.R. Mantz)

UCT EMPLOYEES UNION


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Andrew Plo (PRESIDENT)


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DAVIS HORWITZ (VICE PRESIDENT)

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Annexure 1:**Payclasses 6-12 Performance Categories and Ranges for 2013**

Performance Category	Percentage or Range	P/C 6 6.75%	P/C 7 9%	P/C 8 7%	P/C 9 7%	P/C 10 9%	P/C 11 7%	P/C 12 7%
Exceeds 2	15% of Std Pkg	24,974	33,074	37,848	45,003	56,084	70,112	95,662
Exceeds 1	7% of Std Pkg	11,654	15,434	17,661	21,002	26,172	32,718	44,641
Lump sum	3% Above Std Pkg	4,995	6,615	7,569	9,001	11,217	14,022	19,133
Standard Package (A)	Maximum guaranteed	166,491	220,493	252,318	300,022	373,890	467,411	637,748
Guaranteed	3% Below Std Pkg	161,496	213,878	244,749	291,021	362,672	453,389	618,615
Category B	Range	161,495	213,877	244,748	291,020	362,671	453,388	618,614
Guaranteed		148559	196783	225208	267796	333735	417174	569178
Category C	Range	148558	196782	225207	267795	333734	417173	569177
Guaranteed		141,483	187,412	214,484	255,044	317,843	397,308	542,073

Guidelines for the implementation of salary increases for 2013

As part of the implementation of the increases for 2013 the Employer will communicate the following aspart of the guidelines to line managers in order to apply the increases consistently:

- The 3% lump sum amount (or part thereof) may be used at the discretion of the manager to reward staff recognised for their performance but not having achieved 'Exceeds' awards.
- The 3% lump sum amount in the 'A' category must be used to cover the difference between the range movement and the 5.9% guaranteed increase for staff currently placed above the Standard Package.
- Staff on the Standard Package who maintain their performance at 'A' must receive the percentage range movement for their payclass.
- Staff rated 'B' in the previous performance cycle and 'A' in the current performance cycle, should receive more than the range movement, subject to the maximum of the 'A' salary range for the payclass.
- Staff rated 'U' must receive at least the range increase for the Payclass in order to maintain the level on which they were appointed (i.e. Payclass range move or above).
- Staff rated 'B' who maintained their performance level should receive the range movement.
- Staff rated 'B' who maintained their performance level and who are placed above the range for 'B' should receive an increase of 5.9%.
- Staff rated 'B' who have improved their performance level relative to the previous performance cycle, should receive more than the range movement, subject to the maximum of the 'B' salary range for the payclass.
- For any drop in performance below an 'A' rating, proper performance review procedures must have been completed as reflected in a signed PPS01 form.
- Staff rated 'B' (who have been rated 'A' in the previous performance cycle) could receive an increase less than the range movement if their performance has dropped, provided that

proper performance review procedures have been completed as reflected in a signed PPS01 form. Where no such documentation exists, the default range movement for the payclass will apply.

- Staff rated 'C' may receive no increase, but only if they are on a documented Performance Improvement Plan.
- The no-increase criteria will not apply if the Performance Improvement Plan was not in effect at least three months prior to the final review, or if no documentation related to the poor performance exists. Where no such documentation exists, the default range movement for the payclass will apply.
- Once agreed during a Performance Improvement Plan review that the staff member's performance is up to standard, within three months of the agreed and documented rating change the staff member will receive the range movement increase provided performance has been maintained.
- Where the Personal Performance System documentation or review has not taken place (mid-year and or final review) the default for the pay class range movement will apply.

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