

SAFETY AND SECURITY SECTORAL BARGAINING COUNCIL

AGREEMENT NUMBER	3/2009
DATE	14 APRIL 2009

AGREEMENT ON REMUNERATIVE ALLOWANCES AND BENEFITS

NOTING that parties wish to enter into an agreement that regulates remunerative allowances and benefits

Therefore parties agree as follows:

1. Parties enter into the agreement, entitled "Agreement on Remunerative Allowances and Benefits", which is attached as Annexure A.
2. If there is a dispute about the interpretation or application of this agreement, any party may refer the matter to the Council in terms of the Dispute Resolution Procedure of Council.
3. This agreement binds the parties to the agreement and all employees who are not members of a registered trade union admitted to the Council, as well as members of registered trade unions admitted to Council, who are not parties to this agreement.

This agreement is signed on behalf of the South African Police Service as the EMPLOYER and the relevant employee organisations, all signatories being duly authorised thereto at **Centurion** on this **14th day of April 2009.**

SOUTH AFRICAN POLICE SERVICE

POLICE AND PRISONS CIVIL RIGHTS UNION

SOUTH AFRICAN POLICE UNION

AGREEMENT ON REMUNERATIVE ALLOWANCES AND BENEFITS

1. SERVICE BONUS

1.1 Aim

1.1.1 The employer shall provide a service bonus to encourage employees, where appropriate, to stay in the Service.

1.2 Eligibility

1.2.1 An employee shall receive a service bonus if she or he-

- (a) has a permanent contract or a fixed-term contract lasting at least three months, unless the contract specifies otherwise, and
- (b) in the year ending on her or his bonus date, does not resign or undergo discharge due to misconduct.

1.3 Bonus date

1.3.1 The bonus date for an eligible employee shall fall in the month of her or his birthday.

1.3.2 The employer shall pay an employee her or his service bonus on the day the employer normally pays salaries in the relevant month.

1.4 Calculation

1.4.1 For calculating a service bonus, the employer shall take into account continuous employment in a state department, state or state aided school, or a statutory body established by Parliament.

1.4.2 If an eligible employee has worked a full year up to the bonus date, she or he shall receive a months salary.

1.4.3 If an eligible employee has worked part of a year up to the bonus date, she or he shall receive an equivalent part of her or his monthly salary.

1.4.4 The employer shall deduct from an employee's service bonus the pension contribution as stipulated in terms of the Rules of the relevant pension fund a percentage equivalent to the percentage of working time for which the employee received no pay due to unpaid leave other than sick leave.

1.4.5 If an employee resigns in the period between her or his birthday and her or his bonus day, she or he shall receive, as a bonus, a share of her or his monthly salary equivalent to the part of the year she or he worked after the previous bonus payment.

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1.4.6 If an employee dies, the employer shall not reduce her or his bonus to repay a debt she or he owed the employer.

1.4.7 The payment of a service bonus to employees of the middle management service (Senior Superintendent MMS Band) is regulated as follows:

1.4.7.1 MMS members who are permanently appointed or on a fixed-term contract and who are admitted to the Government Employees Pension Fund (GEPF).

A 13th cheque equal to one-twelfth of the basic salary, to be structured as an annual non-pensionable payment and payable in the anniversary of an employee's month of birth.

Note: Should an MMS member decide not to structure for a 13th cheque, the value may be structured in terms of another item (which may include the non-pensionable cash allowance).

1.4.7.2 MMS members who are appointed on contract and who are not admitted to the GEPF.

An MMS member may not structure for a 13th cheque.

1.4.7.3 MMS members who are appointed permanently and are admitted to another pension fund.

The extent to which an MMS member can structure for a 13th cheque will depend on the size of the basic salary, State's contribution towards the pension fund and the size of the flexible portion.

1.5 Payment

1.5.1 The employer shall pay the service bonus directly to an eligible employee.

1.5.2 If an eligible employee dies while in service, the employer shall pay the bonus directly-

- (a) to a person or persons whom the employee designated in writing for this purpose, or
- (b) if the employee did not designate such a person, to surviving spouse or spouses, or
- (c) if the employee has no spouse, to her or his dependant children, or
- (d) if no dependent child exist, into the employee's estate.

2. SEPARATION ALLOWANCE

- 2.1 The employer shall compensate an employee whose work requires considerable traveling for the disruption to her or his family life and for the inconvenience.
- 2.2 In this agreement, dependant mean an employee's relative, including a child, who lives with the employee and relies on the employee for the bulk of her or his subsistence.
- 2.3 To be eligible for the separation allowance of R29,15 an employee-
- 2.3.1 Must spend at least 60 days a year on official duties away from her or his normal place of work, and
- 2.3.2 May not receive another allowance, other than a subsistence allowance, to compensate for the time spent away from home.
- 2.4 The employer shall pay an eligible employee a separation allowance if the employee must travel on official duties away from her or his normal place of work for an uninterrupted period of over 15 days.
- 2.5 The employer shall continue to pay the separation allowance if, during a trip that qualifies for the allowance, an employee remains away from her or his normal place of work while taking -
- 2.5.1 Sick leave, including special sick leave, for a continuous period of up to 60 days, or
- 2.5.2 Special leave with full pay.
- 2.6 The employer shall pay the separation allowance on a day of rest unless, on that day, the employee travels to her or his home at the employer's cost.

3. CLOTHING FOR WORK

- 3.1 Employees shall receive prescribed working clothes at public expense.
- 3.2 On appointment to the rank of commissioned officer an employee shall be provided at public expense with the prescribed items of mess dress. Employees who usually work in mufti shall be provided at public expense with a complete uniform as prescribed for ceremonial purposes.

On each subsequent promotion the appropriate badges of rank shall be provided at public expense.

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3.3 On the transfer of an employee from the Uniformed to the Detective Branch or *vice versa* the Commissioner may, in his discretion, authorize that working clothes be supplied at public expense to such member.

3.4 Uniforms and special clothing

3.4.1 If an employee's work requires that she or he wear a uniform or particular clothing, the employer shall provide either-

- (a) the uniform or clothing, or
- (b) an allowance that covers the reasonable actual cost of the uniform or clothing.

3.4.2 If-

- (a) an employee must hire formal clothing to attend an event either
 - (i) on duty, or
 - (ii) at the explicit instruction of her or his executing authority or head of department, and
- (b) she or he does not receive an allowance for clothing or a representation allowance, the employer may approve reimbursement of the cost.

3.5 Protective clothing

The employer shall provide and launder protective clothing for an employee where necessary-

3.5.1 to comply with legislation or a collective agreement,

3.5.2 to safeguard the employee's health,

3.5.3 to prevent the transmission of an infection, or

3.5.4 to protect the employee's private clothes or uniform from excessive dirt or wear.

3.6 Clothing grant on transfer

3.6.1 The employer may provide a clothing grant if-

- (a) the employer transfers an employee outside of South Africa to a new workplace with an extreme change in climate, and



(b) the employee has not received a similar grant in the past three years.

3.6.2 The executing authority shall prescribe a maximum amount for the grant. Up to that amount, the grant shall reflect reasonable actual expenditure.

4. ASSISTANCE WITH BOARDING SCHOOL AND LODGING FEES

4.1 If, for specific work-related reasons, an employee's children must attend school away from home, the employer may help with some of the costs.

4.2 An executing authority may assist with boarding costs for a dependant child of an employee if the child attends primary or secondary school, and

4.2.1 the employee's work requires the employee to move frequently, or

4.2.2 the schools available where the employee lives and works

(a) are over 32 km distant, or

(b) do not teach in the employee's home language.

4.3 The employer shall not provide this kind of assistance for an employee-

4.3.1 who is stationed abroad and receive a child allowance, or

4.3.2 who performs parliamentary duties.

4.4 The employer-

4.4.1 shall pay only for accommodation, meals and laundry, and

4.4.2 shall not pay over half of reasonable boarding-school or lodging fees.

5. ALLOWANCE FOR PERSONNEL SERVING EXECUTING AUTHORITIES

5.1 Aim

In some cases, the employer shall provide an allowance for personnel directly serving executing authorities.

5.2 Existing allowances

If an employee received an allowance for serving an executing authority on December 31, 1998, the employer shall continue to pay the allowance until-



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- 5.2.1 the employer and employee negotiate a change in line with the requirements of the Labour Relations Act 1995,
- 5.2.2 parties in a bargaining council that includes the employee in its scope negotiate a change in the system of allowances, or
- 5.2.3 the employee leaves the position that she or he occupied on December 31, 1998.

5.3. Eligibility

- 5.3.1 The employer may pay the allowance to an employee who serves an executing authority-
 - (a) either directly or by working for an employee who reports to the executing authority, and
 - (b) in terms of a Cabinet decision on Ministerial staffing.
- 5.3.2 The employer shall pay an employee the allowance if the employee's executing authority considers it necessary to compensate for-
 - (a) undertaking duties that lie outside the employee's primary career or profession;
 - (b) overtime;
 - (c) traveling; and/or
 - (d) inconvenience.

5.4 Determination of Allowances

5.4.1 Clothing

- (a) Existing Collective agreements regulate payment for clothing.
- (b) A member of the service who works for an executing authority shall receive-
 - (i) payment for clothing in accordance with the agreement governing other public servants.

5.4.2 Compensation for inconvenience and for work outside of an employee's main career



- (a) An executing authority may pay an eligible employee an Allowance equal to a maximum R2150 a month for inconvenience and work outside of the employee's main career.
- (b) The employer and employee shall pay normal pension contributions on the allowances.
- (c) The Minister of the Department for Public Service and Administration may revise the maximum amount annually, based on the overall increase in the Consumer Price Index.
- (d) Up to the maximum amount,
 - (i) parties in a bargaining council may negotiate the allowance for a particular position that falls within the scope of the council, and
 - (ii) if no collective agreement affects a position, the executing authority shall determine the amount of the allowance.

6. SESSIONAL ASSISTANCE


6.1 Aim

If an employee must temporarily stay in Cape Town in order to undertake Parliamentary work, the employer shall assist her or him to meet the costs of maintaining two households.

6.1.1 Sessional assistance shall consist of a sessional allowance, assistance with the cost of children, and support for travel and subsistence.

6.1.2 Sessional assistance shall assist only with the costs of an employee and/or her or his dependants and/or spouse. For these purposes, dependants include an employee's-

- (a) dependents child, and/ or
- (b) relative who-
 - (i) who lives with the employee except when attending an educational institution, and
 - (ii) who relies on the employee for the bulk of her or his subsistence.

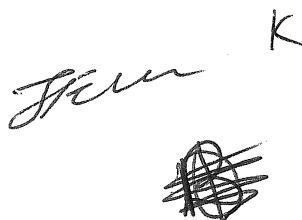
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6.2 Eligibility

- 6.2.1 The employer shall provide sessional assistance to an employee
- (a) whom the head of department designates as a sessional official, and
 - (b) who must stay in Cape Town temporarily to perform sessional duties.
- 6.2.2 The employer shall not provide sessional assistance to a sessional employee who is stationed permanently in Cape Town
- 6.2.3 If an employee and her or his spouse are both sessional employees, only one shall receive sessional assistance.

6.3 Sessional allowance

- 6.3.1 The sessional allowance shall equal-
- (a) R102-75 a day for an employee who has a spouse and/ or dependents, and
 - (b) R65-25 a day for an employee who does not have a spouse or dependents.
- 6.3.2 The employer shall start paying the sessional allowance-
- (a) when a sessional employee leaves her or his normal place of work to travel to Cape Town to take up sessional duties, or
 - (b) a maximum of two days before the employee commences sessional duties, if-
 - (i) the child of a sessional employee must attend a primary or pre-primary school in Cape Town, and
 - (ii) the employee or her or his spouse must therefore arrive in Cape Town before the employer requires.
- 6.3.3 While an employee performs sessional duties, the employer shall pay her or him a sessional allowance for a maximum of one vacation day per month.
- 6.3.4 The employer shall stop paying the allowance from-

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- (a) the date the employee stops having sessional duties, if she or he then-
 - (i) returns to her or his normal place of work, or
 - (ii) remains in Cape Town but does not take up other duties;
- (b) if she or he undertakes official duties in Cape Town, the date the employee finally returns to her or his normal place of work, or
- (c) if the employee has children in primary or secondary school in Cape Town, the sooner of-
 - (i) the date the children leave Cape Town, and
 - (ii) the Saturday after the day the employee stops doing sessional or subsequent official duties in Cape Town.

6.4 Assistance with resettlement for sessional reasons

6.4.1 When an employee first assumes sessional duties, if she or he needs financial assistance to settle in Cape Town, her or his executing authority may provide a cash advance.

6.4.2 The executing authority shall-

- (a) deduct the amount of the advance in equal payments from the employee's sessional allowance and
- (b) recover any amount outstanding at the end of the employee's sessional duties according to relevant financial directives and the Public Service Regulations.

6.4.3 If-

- (a) an employee stops having sessional duties for any reason other than resignation, and
- (b) the employer considers the amount of packing necessitates the employee's presence.
- (c) the employer may pay the employee or her or his spouse to travel to and from Cape Town to arrange the move.

6.4.4 For the purpose described in paragraph 6.4.3, the employer shall pay reasonable actual travel costs and a maximum of two days' subsistence.

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6.5 Travel

6.5.1 At the start and end of sessional duties-

For a sessional employee and her or his spouse and or dependents to travel to and from Cape Town at the beginning and end of sessional duties, the employer shall pay the costs of-

- (i) traveling
- (ii) subsistence if necessary, and
- (iii) transport and insurance for essential personal effects.

6.5.2 *Special travel allowance*

- (a) If sessional duties require an employee to separate from her or his family, the employer may pay the minimum travel costs for the employee and, in exceptional cases, for her or his spouse and/or dependents to reunite as a household. The employer shall provide funds for this purpose no more than once in four months.
- (b) In exceptional cases, the employer may pay the minimum travel costs for the employee and/or her or his spouse to attend to urgent and vital personal or family affairs at the employee's normal place of work.
- (c) If an employee receives a special allowance, for the duration of her or his absence she or he-
 - (i) shall not be paid a subsistence allowance, and
 - (ii) shall utilize available vacation or unpaid leave.

6.6 Sessional assistance for children

6.6.1 *Child allowance*

- (a) The employer shall provide a child allowance for each minor child who-
 - (i) is a dependant of a sessional official, and
 - (ii) does not participate in a post-secondary course or military service.
- (b) For each day on which an employee receives a sessional allowance, the employer shall pay her or him R 10-10 per day for each eligible child.

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6.6.2 *Child boarding allowance*

- (a) The employer shall assist in meeting the accommodation costs of a dependant child who, as a result of an employee's sessional duties, must stay in a hostel or private lodgings in order to attend school, including a tertiary institution.
- (b) Accommodation costs shall include only rent, meals and laundry.
- (c) The employer shall pay the lesser of-
 - (i) 50 per cent of actual accommodation costs, or
 - (ii) 50 per cent of the hostel fees charged by the nearest hostel of a Government school or a tertiary institution.
- (d) An executing authority shall determine the period during which the employee must meet accommodation costs for the child as described in paragraph 6.6.2(a), and pay the allowance for that period.

6.7 Sessional accommodation allowance

6.7.1 If an employee-

- (a) occupies her or his private home in Cape Town while performing Sessional duties, and
- (b) is graded as Deputy Director General or above,

the employer may pay her or him an allowance equal to the amount she or he would receive as a home-owner allowance on the home for the period of her or his stay in Cape Town.

6.7.2 The employer may compensate a sessional employee who cannot obtain official accommodation during all or part of her or his sessional duties as provided in Table 1.

6.7.3 The employer shall meet hotel costs only if an employee demonstrates that she or he cannot obtain rental accommodation for the allowance provided.

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Table 1. Sessional accommodation allowance

Accommodation	Allowance
(a) rented by one employee	<ol style="list-style-type: none"> 1. Actual monthly expenditure on water and electricity for domestic use 2. Rent for a garage, if the house does not include one 3. Actual monthly rent. Up to a maximum of: <ul style="list-style-type: none"> * R1 200 for an unaccompanied employee * R1 500 for a married employee accompanied by her or his dependants and/or spouse
(b) rented by more than one employee	<p>If an employee shares accommodation with another employee who is not a spouse, the employer shall pay each employee the proportional share of the actual rent to a maximum of R1200 per month, the cost of parking for a single car, if the accommodation does not have attached parking, and the actual expenditure on water and electricity.</p>
(c) hotel	<p>The amount over R1182 per month for a married employee, and R850 per month for a single employee, resulting from:</p> <ol style="list-style-type: none"> 1. the monthly expenditure on hotel accommodation for the employee and her or his dependants, 2. laundry, 3. rent for a garage, where necessary, and 4. a maximum amount for the meals of: <ul style="list-style-type: none"> - R1051 for the employee and/or a dependant aged over ten years, and - R527 for a dependant aged under ten years.

7. ALLOWANCE FOR SECRETARIES TO A HEAD OF DEPARTMENT

- 7.1 The employer shall pay a monthly allowance to a full-time secretary of
- 7.1.1 an employee graded at or above the level of Director General, or
 - 7.1.2 a head of department, as defined by Schedule 1 of the Public Service Act.
- 7.2 The allowance shall equal 10 per cent or the minimum salary in the salary range of the employee concerned.
- 7.3 When an employee leaves a position that is eligible for the allowance, the employer shall stop paying the allowance to her or him.

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8. CARETAKER'S ALLOWANCE (POLICE FLATS)

8.1 The employer shall compensate employees who, over and above their normal duties, carry out a supervisory function at police flats. The allowance payable is at a rate of R100 per month per block of flats.

9. CRYPTOGRAPHIC ALLOWANCE

9.1 The employer shall pay a monthly cryptographic allowance to an employee who-

9.1.1 completes an approved course in cryptography, and

9.1.2 performs cryptographic duties.

9.2 The cryptographic allowance shall equal 6,5 per cent of the minimum monthly salary in band B1, rounded the nearest rand amount.

10. RECOGNITION OF LONG SERVICE

10.1 An executing authority shall provide a long-service reward to an employee who has served the government continuously for at least 20 years.

10.2 Government service includes continuous service for a government department, a state or state-assisted school or a statutory body established by Parliament.

10.3 For an employee who has rendered 20 years of continuous and consistently satisfactory service, an executing authority shall provide, as a minimum,

10.3.1 a certificate, and

10.3.2 cash payment for ten days vacation leave at the employee's current salary, if the employee has accrued that much leave and wishes to exchange it for cash.

10.4 For an employee who has rendered 30 years of continuous and consistently satisfactory service, an executing authority shall provide, as a minimum,

10.4.1 a certificate, and

10.4.2 cash payment for fifteen days vacation leave at the employee's current salary, if the employee has accrued that much leave and wishes to exchange it for cash.

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11. NIGHT SHIFT ALLOWANCE

- 11.1 The employer shall compensate an employee for the inconvenience of working a night shift.
- 11.2 The employer shall pay the allowance to an employee who works a regular night shift-
- 11.2.1 at an institution that provides a service for over eight hours a day, and
- 11.2.2 between 19:00 and 07:00 or 18:00 and 06:00
- 11.3 The employer shall not pay the allowance to an employee who works at night, but not in a regular shift.
- 11.4 The allowance shall equal R1,66 per hour.

12. RESETTLEMENT

12.1 General

- 12.1.1 The employer shall generally meet, within reason, the actual resettlement costs within the county incurred by an employee and her or his immediate family as a result of official duties, or, in some cases, on termination of service or death.
- 12.1.2 For this purpose, an employee's immediate family includes only an employee's
- (a) spouse,
 - (b) minor child, and/or
 - (c) relative
 - (i) who lives with the employee except when attending an educational institutions, and
 - (ii) who relies on the employee for the bulk of her or his subsistence.

12.2 Departmental policy

- 12.2.1 An executing authority shall establish and where appropriate negotiate written policies on resettlement, including amongst others-
- (a) limits on expenditure;

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- (b) maximum periods of compensation;
- (c) restrictions on the quantity and kind of personal effects covered, and
- (d) costs of property transfer.

12.3 Costs associated with transfer

12.3.1 If the employer requires an employee to transfer to a new place of work, the employer may assist the employee with the associated costs, as provided below.

12.3.2 Travel and subsistence

The employer may meet the reasonable actual costs an employee incurs for travel and subsistence during:

- (a) one visit by an employee or a member of her or his immediate family to the new place of work before the date of the transfer, and
- (b) the move of the employee and her or his immediate family to the new place of work.

12.3.3 Transportation and storage of household and personal effects


For household and personal effects of the employee and her or his immediate family, the employer may meet reasonable actual costs of transport to the new permanent accommodation, storage, packing and unpacking, and insurance cover.

12.3.4 Interim accommodation:

If the employee and her or his immediate family must unavoidably rent interim furnished accommodation at the old and/or new place of work, the employer may meet reasonable actual costs.

12.3.5 Tax on motor vehicles that cross international borders

The employer may pay the actual expenditure on custom duty, tax and other levies or fees that arise from the transportation of private motor vehicles (including vehicles obtained under the Motor Finance Scheme) across international borders.

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12.3.6 *New school books, uniforms and related costs*

- (a) For each school child who must change school and who is a dependant of the employee, the employer may provide a once-off amount of R830-00.
- (b) On a quarterly basis, the Minister shall revise the amount described in paragraph 12.3.6(a) in accordance with the Consumer Price Index for clothing and footwear.

12.3.7 *Travel expenses of dependent school children*

If members of the employee's immediate family must remain in a school near the employee's former place of work, the employer may, for a maximum of one school year, cover the most economical reasonable mode of travel to the new place of work at the beginning and end of the school year and for school holidays.

12.3.8 *Transfer fees on accommodation*

The employer may pay reasonable actual transfer fees if the employee purchases a dwelling or a building site at the new place of work.

12.3.9 *Sundry costs*

To meet incidental expenses, the employer may pay-

- (a) if an employee will occupy furnished accommodation at the new place of work, 25 per cent of the employee's basic monthly salary on the date of resettlement, or
- (b) if an employee will occupy unfurnished accommodation, the employee's basic monthly salary on the date of resettlement.

12.4 Privileges for new appointees

12.4.1 The employer may pay the reasonable actual costs of relocation of a newly appointed public servant to her or his place of work. These expenditures may include reasonable actual costs of:

- (a) travel by the employee and her or his immediate family, and
- (b) transport, insurance and one month's storage for personal and household goods.

12.4.2 The employee shall agree in writing to repay the employer's expenditure for relocation if she or he should leave the public service in a year or less.

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12.4.3 If an employee is recruited from abroad, her or his executing authority may provide a once-off sum to assist her or him with initial expenses before she or he receives her or his first salary payment.

12.5 Privileges on termination of service or death

12.5.1 If-

- (a) an employee dies or retires, or
- (b) the employer terminates the contract of a contract employee,

the employer shall meet, at the request of the employee or her or his family, the reasonable actual costs of resettlement of the employee and her or his immediate family, as provided in paragraph 12.5.2 and 12.5.3.

12.5.2 In the case of an employee recruited from abroad, the employer will pay for resettlement within South Africa.

12.5.3 In the case of an employee recruited from abroad, the employer will pay for resettlement at the employee's place of origin.

12.5.4 The employer may meet the costs of transporting home the remains of an employee who died on official duty away from her or his normal place of work.

13. TRANSPORT BETWEEN RESIDENCE AND WORK



13.1 Aim

An employee shall generally take responsibility for the costs of commuting to work. In exceptional circumstances, the employer may provide transport for a commuter. In such a case, the employee shall pay the amount provided by this agreement.

13.2 Departmental policies

13.2.1 Before providing transport under this agreement, the National Commissioner shall establish a written policy-

- (a) defining the circumstances under which the department shall provide transport between residence and work, and
- (b) establishing other relevant measures and guidelines.

13.2.2 The Executing Authority shall consult the departmental policy as required under the Labour Relations Act,1995.

13.3 Use of government transport

13.3.1 If exceptional transport problems arise and no other solution appears viable, the Executing Authority may at her or his discretion authorize an employee to use government transport between her or his residence and place of work.

13.3.2 An employee who uses government transport under these circumstances shall reimburse the employer.

13.3.3 An employee shall pay a share of the tariff proportionate to her or his actual use of transport if she or he-

- (a) uses government transport on less than less than half of the working days in a month, or
- (b) does not require a return trip.

13.4 Official journeys

13.4.1 If an employee must use her or his private transport to carry out her or his duties, the employer may

- (a) provide an allowance to cover reasonable actual costs, and or;
- (b) compensate the employee according to tariffs prescribed by the Department of Transport.

13.4.2 The employer may compensate an employee for the cost of official journeys, including travel to and from the normal work place, when an employee must.

- (a) temporarily take up duties and, in consequence, residence at another place of work, or
- (b) travel to work outside of normal hours.

13.4.3 If an employee must frequently undertake official automobile trips and does not have a licence, the employer may compensate her or him for the reasonable actual costs associated with obtaining one.

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14. ACCOMMODATION WHILE ON OFFICIAL JOURNEYS

14.1 Aim

If an employee must take an official journey, the employer shall meet her or his accommodation costs.

14.2 Scope

This agreement shall not apply to an employee who receives compensation under the agreement on camping staff or sessional employees.

14.3 Compensation for accommodation during an official journey

14.3.1 If an employee must take an official journey lasting under 24 hours, the employer shall meet reasonable actual accommodation costs, if any.

14.3.2 If an employee must take an official journey that last for 24 hours or longer, for each day or part of a day on the journey she or he may claim either:

- (a) reasonable actual expenditure on accommodation plus an allowance of R67-50 a day, or
- (b) an allowance of R221-00 a day.

15. STATE AND OTHER HOUSING

15.1 Definition

Official housing of which the state is the owner or the tenant.

15.2 Purpose

The employer is under no obligation to provide any employee of the South African Police Service with accommodation. The provision of accommodation is subject to the availability of funds as well as the availability of accommodation.

15.3 Employees shall meet the following requirements in order to qualify for accommodation:

15.3.1 Married employees who, as a result of their marital status, qualify for quarters of married members; or

15.3.2 Unmarried employees who qualify for official single quarters accommodation; or

15.3.3 Divorced employees of the South African Police Service who have-

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- dependants who have been awarded to their care permanently by a court;
- children who have, of necessity, to live with the divorced parent because the other party cannot support the children, or step father/ mother refuses to allow the children to reside with an employee. The divorced employee referred to in paragraph 15.3.3 must, in the first instance, apply to the Divisional Commissioner: Supply Chain Management. The application shall be accompanied by a copy of the divorce order or similar documentation, such as a social worker's report, to enable the Divisional Commissioner: Supply Chain Management to come to a decision.

15.3.4 Unmarried employees who have dependants such as brothers, sisters or parents who, of necessity, have to reside with them.

15.4 The following employees do not qualify for state housing:

- Employees who possess their own accommodation where they are stationed are excluded from the privilege of using official accommodation. Employees who sell their accommodation at their present station, may once again become eligible for official accommodation at the same centre. These applicants shall, in the first instance, address an application to the Divisional Commissioner: Supply Chain Management and submit documentary proof regarding the sale, as well as the selling price. An indication of what has been done with the profit shall also be given.
- Employees who, as a result of being retrenched, dismissed or going on pension shall, on such date comes into operation, vacate all official accommodation. If the accommodation is not required for members who qualify for it, the unit can be rented to the employee concerned only on payment of the market related rental as determined by the Department of Public Works. Applications in this regard shall also be submitted to the Divisional Commissioner: Supply Chain Management.

15.5 Incumbents:

State housing may in consultation with the Divisional Commissioner: Supply Chain Management, be reserved for the incumbents of the following posts:

- National Commissioner
- Deputy National Commissioner
- Provincial Commissioner
- Deputy Provincial Commissioner
- Station Commissioner

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15.6 **Exceptions:**

The widow/widower of deceased employees may, reside in the official quarters, subject to the following conditions:

The month in which the employee died, the residence will be made available without any further rent for that month being payable.

For the next two months the rental as applicable to the deceased's last salary is payable.

The period of two (2) months can be extended, but this extension will be subject to the rental for the residential unit being market related as determined by the department of Public Works.

