

## Saptu Head Office

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**From:** Andre Paries [AndreP@legal-aid.co.za]  
**Sent:** 17 September 2008 09:58 AM  
**To:** Themba Hlatshwayo  
**Cc:** info@saptu.co.za  
**Subject:** RE: Comments - OSD IMPLEMENTATION DATE IN THE LAB CONFIRMED

Hi Comrade Terror

I am willing to comply. See the application form for your colleague I met when I was in JHB the other day ( ASK GOD) . The other attachment is for your information.

Responses:

1. The OSD was extended on 14 August 2008 and information was only released on 16 September 2008.  
 There must always be a catalyst for change and transformation. The 1st phase of implementation will commence on 15 October 2008, but the risk is that LAB employees do not fully understand the process.  
 The OSD was a long process with many delays, lack of secure information and clandestine lobbying of Justice officials. Now is the time to be transparent and inform LAB employees about OSD and the following:
  - 1.1 How will OSD personally affect each Legal professional as an employee of the LAB?
  - 1.2 Does the OSD really provide parity and salary alignment in the Justice Cluster in terms of remuneration packages for LAB employees?
  - 1.3 How will the OSD salary curve affect that of LAB Administrative staff and Paralegals salary dispensation?

The union was not contacted for an information meeting yet. The LAB OSD Circular 1 of 2008 provides information about implementation of OSD to our members, and SAPTU will request feedback from its members to assist its members.

Point 6.4.4 and 6.4.5 of the LAB OSD Circular 1 of 2008, is very important and SAPTU advises LAB employees to be absolutely sure they understand, before signing the confirmation letter.

The general feeling of the SAPTU is that OSD will improve the earning capacity of most legal professionals of the LAB, however the answers to 1.1 to 1.3 will be the true determinate, if LAB will become an employer of choice.

2. SAPTU is not only concerned about Phase 2 ,but also review of Administrative staff and Paralegals. SAPTU must continue with this struggle. Resolution 1 of 2007 provides for a phase 2 and there is a settlement agreement which also relates to LAB' compliance as an employer. SAPTU was informed in the last meeting with LAB Executives that an independent consultancy was appointed to consider job profiles and benchmarking of Admin Staff and Paralegals. The projected date was the end of

September for the latter process.

3. The struggle for better working conditions continues. LAB employees who are not unionized, continue to weaken the organizational strength of SAPTU. SAPTU as the only sufficiently representative union, bearing organizational rights, can only combat bad labour relations, fight unfair labour practice and prevent counter organizational culture, if LAB employees provide inputs and participate in the union's structures.

If you consider the streams of the Legally Qualified Employee and the OSD scales, none of which was canvassed with the LAB employees in draft format, it is imperative that SAPTU elevates its status to the majority union of the LAB, so that LAB employees are consulted with salary dispensation and LAB policy.

SAPTU, continues to overtly and covertly, promote the interests and rights of its membership. It is the first opportunity, I hope of many more in the future, for the union to communicate with LAB employees in this Employees' newsletter.

However back pay is money LAB employees waited and worked for, and this is the next step to ensure that OSD does not prejudice employees. The union is also concerned about back pay for Admin staff and Paralegals. OSD was a long, narrow and rocky road for many unions and SAPTU. SAPTU has emerged stronger and more equipped to understand the peculiar policies and organizational culture of the Legal Aid Board. Please contact SAPTU Head Office at [info@saptu.co.za](mailto:info@saptu.co.za) with OSD queries.

Thank you and may OSD translate favourably.

Andre Paries  
Chairperson: SAPTU –LAB Branch

**From:** Themba Hlatshwayo  
**Sent:** Wednesday, September 1, 2008 7:57 AM  
**To:** Andre Paries  
**Subject:** Comments - OSD IMPLEMENTATION DATE IN THE LAB CONFIRMED

Hi Comrade Andre

I'm doing a story for the Legal Aid Talk regarding the subject above, and I'd like to include comments of SAPTU concerning this matter.

Can you please forward me comments on the following points

1. What is the feeling of the Union, now that the OSD will finally be implemented.
2. Understanding this is only phase 1 of the process, what majors are put in place for other phase if any.
3. Anything you would like to say to LAB Citizens especially SAPTU members.

Please note that my deadline is 12h00 today, id appreciate it if this enquiry can be treated as matter of urgently.

For any clarity, please do not hesitate to contact me.

Regards,

**Themba Hlatshwayo**

**Legal Aid Board: Communications**

**Tel: 011-877-2172**

**Fax: 011-877-2222**

**Email: [ThembaH@legal-aid.co.za](mailto:ThembaH@legal-aid.co.za)**

**Web: [www.legal-aid.co.za](http://www.legal-aid.co.za)**

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**From:** Vidhu Vedalankar

**Sent:** 16 September 2008 09:56 AM

**To:** LAB Domain Users

**Subject:** OSD IMPLEMENTATION DATE IN THE LAB CONFIRMED

Dear Legal Aid Board Citizens

I am pleased to advise that we have now received confirmation of funding for the implementation of Phase 1 of the OSD for legal professionals

The attached circular confirms this and also provides the OSD Schedules.

Your patience in the resolution of the OSD has been appreciated and I confirm that

- I. Legal staff will receive their OSD Phase 1 translation for 2008/09, including back pay for 1 April 2008 to 30 Sept 2008, and then the adjusted monthly OSD salaries with effect from **15 October 2008**.
- II. Phase 1 arrear payments for 2007/08 will be paid by **13 December 2008**.
- III. Phase 2 will follow –with final implementation date to be confirmed.

The HR Department including HRMs as well as the Finance Department have geared up to ensure that we can implement as per the time-frames.

Please will you study the attached circular and documents and discuss any queries you have on your translation to the OSD scales with your JCEs/ROEs/Managers and HRMs.

Once again may I express my appreciation for your continued commitment to ensuring access to justice despite the delays in the implementation of the OSD.

As management we have remained committed to implementing the OSD speedily but contingent to the confirmation of funding for such implementation.

Your professionalism and maturity in handling the delays in the implementation of OSD, which affected you personally, is noteworthy.

JCEs, will you please print the documents and make them available for staff at JCs that are not bale to access them on computer.

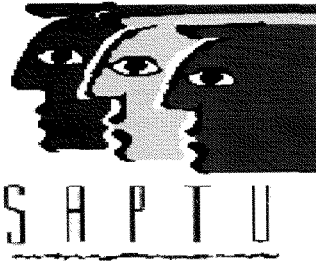
Best wishes

Regards

Vidhu Vedalankar

CEO

Legal Aid Board



<b>DATE:</b>	09 JULY 2008
<b>TIME:</b>	12H00
<b>RE:</b>	THE LEGAL AID TALK

ATTENTION : MPHO PHASHA  
GODFREY MOTSOBE

### BACKGROUND

SAPTU has been informed by its members that The Legal Aid Talk is classified as an Employee newspaper. It has interesting inserts about LAB Citizen's Story, Chats with CEO insert, Editorial comments, Employee wellness, Faces of the LAB etc.

### THE ISSUES

Our members are just concerned that the Legal Aid Talk is still not accurately reflecting the Organizational culture of the LAB. The Union members which constitute over 40 % of the permanent workforce of the LAB nationally, are of the opinion that while the format and design of your paper is excellent, the stance and content of articles are still viewed as overwhelmingly bearing views of management.

It is suggested that LAB citizens be given a space for their issues to be raised, which may be commented on by management on these issues, which Instead of just the views of Managers all the time, what about input from stakeholders, the union and LAB citizens.

Why not address issues such as how to deal with Racism, Aids, Self –development, Career-pathing, working conditions etc. The Union members appreciated the recent article on leave as it is a step in the right direction. The OSD and ADMIN salaries are big issues in the LAB since April last year. It affects and frustrates every LAB citizen. Why not do an Article on how different citizens in different positions are experiencing this process. The pension fund issue is another concern and many citizens are unsure of its Stability. Lets address it by getting the views of citizens, HR officers, Union and The AIPF.

Labour relations is a risk area in our organization, why not do a feature on positive stories of how Managers and employees resolve disputes with positive outcomes. So often people complain, complain , complain and then leave. Let the Legal Aid Citizens really talk.

Chairperson-SAPTU  
Andre Paries  
0782559237 (cell)

## Saptu Head Office

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**From:** Andre Paries [AndreP@legal-aid.co.za]  
**Sent:** 17 September 2008 11:26 AM  
**To:** SAPTU  
**Cc:** info@saptu.co.za  
**Subject:** FW: Comments - OSD IMPLEMENTATION DATE IN THE LAB CONFIRMED

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**From:** Andre Paries  
**Sent:** Wednesday, September 17, 2008 9:58 AM  
**To:** Themba Hlatshwayo  
**Cc:** 'info@saptu.co.za'  
**Subject:** RE: Comments - OSD IMPLEMENTATION DATE IN THE LAB CONFIRMED

Hi Themba

Implementation:

1. The OSD was extended by the Minister of Justice and CD on 14 August 2008 and information was only released on 16 September 2008. There must always be a catalyst for change and transformation. The 1st phase of implementation will commence on 15 October 2008, but the risk is that LAB employees do not fully understand the process. The OSD was a long process with many delays, lack of secure information and clandestine lobbying of Justice officials. Now is the time to be transparent and inform LAB employees about OSD and the following:
  - 1.1 How will OSD personally affect each Legal professional as an employee of the LAB?
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The general feeling of the SAPTU is that OSD will improve the earning capacity of most legal professionals of the LAB, however the answers to 1.1 to 1.3 will be the true determinate, if LAB will become an employer of choice.

Phase 2 and Other staff:

2. SAPTU is not only concerned about Phase 2, but also review of Administrative staff and Paralegals. SAPTU must continue with this struggle. Resolution 1 of 2007 provides for a phase 2 and there is a settlement agreement which also relates to LAB' compliance as an employer. SAPTU was informed in the last meeting with LAB Executives that an independent consultancy was appointed to consider

job profiles and benchmarking of Admin Staff and Paralegals. The projected date was the end of September for the latter process.

Status of Labour Relations:

3. The struggle for better working conditions continues. LAB employees who are not unionized, continue to weaken the organizational strength of SAPTU. SAPTU as the only sufficiently representative union, bearing organizational rights, can only combat bad labour relations, fight unfair labour practice and prevent counter organizational culture, if LAB employees provide inputs and participate in the union's structures.

If you consider the streams of the Legally Qualified Employee and the OSD scales, none of which was canvassed with the LAB employees in draft format, it is imperative that SAPTU elevates its status to the majority union of the LAB, so that LAB employees are consulted with salary dispensation and LAB policy. More employees must join SAPTU and organize themselves to defend worker's rights.

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However back pay is money LAB employees waited and worked for, and this is the next step to ensure that OSD does not prejudice employees. The union is also concerned about back pay for Admin staff and Paralegals. OSD was a long, narrow and rocky road for many unions and SAPTU. SAPTU has emerged stronger and more equipped to understand the peculiar policies and organizational culture of the Legal Aid Board. Contact SAPTU Head Office at [info@saptu.co.za](mailto:info@saptu.co.za) with OSD queries. A bundle of questions will be compiled and sent to the Act HRE.

Thank you and may OSD translate favourably.

Andre Paries  
Chairperson: SAPTU –LAB Branch

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**From:** Themba Hlatshwayo  
**Sent:** Wednesday, September 1, 2008 7:57 AM  
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Please note that my deadline is 12h00 today, id appreciate it if this enquiry can be treated as matter of urgently.

2008/09/17

## Saptu Head Office

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**From:** Amanda Clark [AmandaCl@legal-aid.co.za]  
**Sent:** 16 September 2008 10:03 AM  
**To:** info@saptu.co.za  
**Subject:** FW: OSD IMPLEMENTATION DATE IN THE LAB CONFIRMED

Dear Ben

FYI

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**From:** Vidhu Vedalankar  
**Sent:** Tuesday, September 16, 2008 9:56 AM  
**To:** LAB Domain Users  
**Subject:** OSD IMPLEMENTATION DATE IN THE LAB CONFIRMED

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Please will you study the attached circular and documents and discuss any queries you have on your translation to the OSD scales with your JCEs/ROEs/Managers and HRMs.

Once again may I express my appreciation for your continued commitment to ensuring access to justice despite the delays in the implementation of the OSD.

As management we have remained committed to implementing the OSD speedily but contingent to the confirmation of funding for such implementation.

Your professionalism and maturity in handling the delays in the implementation of OSD, which affected you personally, is noteworthy.

JCEs, will you please print the documents and make them available for staff at JCs that are not bale to access them on computer.

Best wishes

Regards

Vidhu Vedalankar  
 CEO  
 Legal Aid Board

2008/09/16

# LEGAL AID BOARD



## OSD Staff Circular 1 of 2008:

### Implementation of OSD for legal professionals in the Legal Aid Board

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16 September 2008

## **Implementation of OSD in the Legal Aid Board**

### **1. BACKGROUND**

- 1.1 The PSCBC Resolution 1 of 2007 required an OSD for legally qualified professionals be developed and implemented with effect from 1 July 2007.
- 1.2 As a result the GPSSBC Resolution 1 of 2008 on the implementation of the OSD for legal professionals, applicable to legally qualified employees in the specified occupations in the General Public Sector only, was signed.
- 1.3 Implementation of OSD will be backdated with effect to 1 July 2007, in accordance with the provisions of this circular.
- 1.4 The OSD is a determination by the Executive Authority, the Minister of Justice and Constitutional Development, who has on 14 August 2008 extended the OSD for legally qualified employees to the Legal Aid Board.
- 1.5 The Board of the LAB endorses the OSD determination in that it brings a new salary structure for all legally qualified professionals within the public service.
- 1.6 Management and Board have been in continuing discussions with the Minister and Department of Justice to secure the requisite funding for the implementation of OSD for legal professionals within the Legal Aid Board. We have received confirmation of the provision of funding, paving the way for the implementation of the OSD within the Legal Aid Board, in accordance with the provisions of this circular.

### **2. SCOPE OF OSD FOR LEGAL PROFESSIONALS IN THE LEGAL AID BOARD**

The OSD for legally qualified employees applies to the following posts in the Legal Aid Board:

- 2.1 Candidate Attorneys
- 2.2 Professional Assistants (including JC, civil, children & commercial PAs)
- 2.3 Supervisory Professional Assistants
- 2.4 Regional Supervisory Professional Assistants
- 2.5 High Court Unit Professional Assistants
- 2.6 Labour Court PAs
- 2.7 High Court Unit Managers
- 2.8 Principal Attorneys
- 2.9 Justice Center Executives (including JCE 1 & JCE 2)
- 2.10 National and Regional Principal Attorney
- 2.11 Legal Quality Assurance Audit Manager
- 2.12 Legal Quality Assurance Auditors

#### **4. NEW TOTAL SALARY PACKAGE FOR LEGAL PROFESSIONALS**

- 4.1 A new total salary package (70/30 split ie pensionable portion of the salary/benefits split) is introduced for legally qualified employees with a total salary of R 300,000.00 per annum and above.
- 4.2 Employees currently on MMS/SMS levels who are translated to the OSD, will translate to the new 70/30 total salary package, and will cease to be considered members of the MMS/SMS.
- 4.3 The current Middle Management System (MMS) dispensation/guidelines do not apply to the OSD for legally qualified personnel.
- 4.4 The SMS Handbook will no longer be applicable to those on OSD, and that their conditions of service will be determined in terms of the PSCBC and Sectoral Resolutions.

#### **5 PAY PROGRESSION FOR LEGAL PROFESSIONALS**

- 5.1 The pay progression cycle for all employees translated to the salary structure of the OSD determination has been amended to 01 July of each year.
- 5.2 Assessment of employees translated to the OSD, for pay progression purposes, will be done in terms of the LAB's Performance Management Systems until further notice.

#### **6 IMPLEMENTATION AND TRANSLATION OF OSD FOR LEGAL PROFESSIONALS**

- 6.1 The OSD will be implemented in two phases:
  - 6.1.1 Phase 1 deals with the direct translation of current salaries to the OSD salary schedules, and
  - 6.1.2 Phase 2 deals with recognition of qualification and experience of legal professionals.
- 6.2 Linking to the availability of funds the OSD is to be implemented in phases within the following time-frames:

<b>Phase</b>	<b>Implementation date by:</b>
Phase 1 (adjusted salary payments from 1 April 2008 going forward - which will include back pay for period 1 April 2008 to 30 September 2008)	15 <sup>th</sup> October 2008
Phase 1 ( translated arrear salary payments from 1 July 2007 to 31 March 2008)	13 <sup>th</sup> December 2008
Phase 2 ( further adjustment of salaries in recognition of employees' post qualification experience)	Further information to be provided in due course

6.3 Phase 2 – A once-off re-calculation of the salary position based on applicable legal experience after obtaining the relevant qualification is to be done in terms of the translation tables:

6.3.1 Full years of post qualification applicable service/experience, in production posts, to a maximum of 30 years as at 31 March 2007 will be recognized.

6.3.2 The recognition of experience will be based on verified proof of such experience via an affidavit.

6.3.3 The second translation will only be done for production posts. Staff will in due course be informed of the date and process to be followed in effecting payment for Phase 2.

#### 6.4 OSD TRANSLATION TABLE

6.4.1 The attached OSD translation table, *LAB/Annexure A*, dated 16 September 2008, provides for LAB scales pre-OSD implementation, and planned OSD implementation per post category per notch.

6.4.2 Affected employees are requested to study this table, noting that their notches will, as from 15<sup>th</sup> October 2008 be adjusted to a new notch post OSD as follows

6.4.2.1 Identify your salary as at the beginning of 1 July 2007 in **Column F**

6.4.2.2 This translates to the OSD scale as at 1 July 2007 in the same row in **Column J**

6.4.2.3 The implementation of PPI (1.04.08) will be reflected in the same row in **Column G** and further effecting of COLI (1.07.08) is reflected in **Column H**; This is your current notch as at 1 July 2008 inclusive of PPI and COLI.

6.4.2.4 This will then be translated (with effect from 1 July 2008) from Column H to the OSD scale in the same row in **Column L**.

6.4.3 In the translation table *LAB/Annexure A* it is noted that

6.4.3.1 The Salary scales in black font reflect basic salaries whereas the salary scales in **bold** black font reflect cost to company packages;

6.4.3.2 Where a salary is translated from a basic salary to a cost to company package (indicated by an \* in Column M), back pay will be based on the difference between the cost to company scale and the basic salary plus benefits received by the employee;

6.4.3.3 Those currently at post Level 13 will have their 10.5% COLI duly adjusted and paid from 01 July 2008.

6.4.4 Each employee affected by the OSD determination will be sent a confirmation of their new salary level and notch. PLEASE NOTE THAT THE FINAL TRANSLATION OF YOUR CURRENT SALARY TO THE OSD SALARY WILL BE AS PER YOUR INDIVIDUAL CONFIRMATION LETTER FROM HUMAN RESOURCES.

6.4.5 Upon receipt of their individual OSD salary translation, each employee will be required to sign-off of acceptance of this translation and return to HR as directed.

6.4.6 Your JCEs/ROEs/Managers and HRMs will clarify specific questions affecting your position.

6.5 The final OSD determination, from the DPSA, providing for post categories, notches per posts, relevant qualification and experience is also attached.

## **7 PRECEDENCE**

**It is recorded that this document enjoys precedence over any previously distributed documents related to the OSD.**

**Vidhu Vedalankar  
Chief Executive Officer  
Legal Aid Board**

16 September 2008

**LEGAL AID BOARD**  
OSD - PHASE ONE TRANSLATION (16<sup>TH</sup> SEPTEMBER 2008)

B	C	D	E	F	G	H
LAB Current Positions	LAB Current Levels	LAB Notch	LAB	LAB	PPI	COLI
			Prior 01.07.2007	01.07.2007	01.04.2008	01.07.2008

LAB/ANNEXURE A					
J	K	L	M	N	O
OSD	PPI	COLI		OSD Grades	
01.07.2007	01.07.2008	01.07.2008			

Candidate Attorney	3	Notch 1		R 40,930.00	R 44,201.00	R 48,842.11
	3	Notch 2		R 44,201.00	R 49,116.00	R 54,273.18
	3	Notch 3		R 49,116.00	R 50,873.00	R 56,214.67
	3	Notch 4		R 50,873.00	R 50,873.00	R 56,214.67

R 81,201.00	R 94,236.00	R 104,130.78	LP 1 - 1st Yr	Contract
R 81,201.00	R 94,236.00	R 104,130.78	LP 1 - 1st Yr	Cost to Company
R 81,201.00	R 94,236.00	R 104,130.78	LP2 - 2nd Yr	Trainee
R 94,236.00	R 94,236.00	R 104,130.78	LP2 - 2nd Yr	LP1

Professional Assistant	8	Just Admitted		R 88,725.00	R 131,869.00	R 145,715.25
	8	1st Year		R 131,869.00	R 166,795.00	R 184,308.48
	9	2nd Year		R 166,795.00	R 175,269.00	R 193,672.25
	9	3rd Year		R 175,269.00	R 181,123.00	R 200,140.92
	9	4th Year		R 181,123.00	R 184,691.00	R 204,083.56
	9	5th Year		R 184,691.00	R 190,483.00	R 210,483.72
	9	6th Year		R 190,483.00	R 196,812.00	R 217,477.26
	10	7th Year		R 196,812.00	R 205,293.00	R 226,848.77
	10	8th Year		R 205,293.00	R 213,765.00	R 236,210.33
	10	9th Year		R 213,765.00	R 221,407.00	R 244,654.74
	10	10th Year		R 221,407.00	R 300,036.00	R 331,539.78
	11	11th Year		R 300,036.00	R 319,310.00	R 352,837.55
	11	12th Year		R 319,310.00	R 338,601.00	R 374,154.11
	11	+12 Years		R 338,601.00	R 338,601.00	R 374,154.11

R 125,046.00	R 126,921.00	R 140,247.71	LP - 3	Notch 1
R 134,712.00	R 213,735.00	R 236,177.18	LP - 3	Notch 6
R 213,735.00	R 216,942.00	R 239,720.91	LP - 5	Notch 1
R 213,735.00	R 216,942.00	R 239,720.91	LP - 5	Notch 1
R 213,735.00	R 216,942.00	R 239,720.91	LP - 5	Notch 1
R 216,942.00	R 220,197.00	R 243,317.69	LP - 5	Notch 2
R 220,197.00	R 223,500.00	R 246,967.50	LP - 5	Notch 3
R 223,500.00	R 324,078.00	R 358,106.19	LP - 5	Notch 4
R 324,078.00	R 328,938.00	R 363,476.49	LP - 5	Notch 5
R 328,938.00	R 359,673.00	R 397,438.67	LP - 5	Notch 6
R 359,673.00	R 365,070.00	R 403,402.35	LP - 6	Notch 1
R 365,070.00	R 370,548.00	R 409,455.54	LP - 6	Notch 2
R 370,548.00	R 376,107.00	R 415,598.24	LP - 6	Notch 3

HPA/Advocate (HCU - PA) / Impact Litigation PA / Labour Court PA	9	1st Year		R 175,269.00	R 181,123.00	R 200,140.92
	9	2nd Year		R 181,123.00	R 184,691.00	R 204,083.56
	9	3rd Year		R 184,691.00	R 190,483.00	R 210,483.72
	9	4th Year		R 190,483.00	R 196,812.00	R 217,477.26
	10	5th Year		R 196,812.00	R 205,293.00	R 226,848.77
	10	6th Year		R 205,293.00	R 213,765.00	R 236,210.33
	10	7th Year		R 213,765.00	R 221,407.00	R 244,654.74
	10	8th Year		R 221,407.00	R 300,036.00	R 331,539.78
	11	9th Year		R 300,036.00	R 319,310.00	R 352,837.55
	11	10th Year		R 319,310.00	R 338,601.00	R 374,154.11
	11	11th Year		R 338,601.00	R 348,425.00	R 385,009.63
	11	12th Year		R 348,425.00	R 357,960.00	R 395,545.80
	11	+12 Years		R 357,960.00	R 357,960.00	R 395,545.80

R 324,078.00	R 328,938.00	R 363,476.49	LP - 7	Notch 1
R 324,078.00	R 328,938.00	R 363,476.49	LP - 7	Notch 1
R 324,078.00	R 328,938.00	R 363,476.49	LP - 7	Notch 1
R 324,073.00	R 328,938.00	R 363,476.49	LP - 7	Notch 1
R 324,073.00	R 328,938.00	R 363,476.49	LP - 7	Notch 1
R 324,073.00	R 328,938.00	R 363,476.49	LP - 7	Notch 1
R 324,073.00	R 328,938.00	R 363,476.49	LP - 7	Notch 1
R 324,073.00	R 328,938.00	R 363,476.49	LP - 7	Notch 1
R 324,073.00	R 328,938.00	R 363,476.49	LP - 7	Notch 1
R 381,747.00	R 387,471.00	R 428,155.46	LP - 8	Notch 1
R 381,747.00	R 387,471.00	R 428,155.46	LP - 8	Notch 1
R 381,747.00	R 387,471.00	R 428,155.46	LP - 8	Notch 1
R 387,471.00	R 393,282.00	R 434,576.61	LP - 8	Notch 1

B LAB Current Positions	C LAB Current Levels	D LAB Notch	E		F		G		H	
			LAB Prior 01.07.2007	LAB 01.07.2007	LAB 01.07.2007	LAB 01.07.2007	PPI 01.04.2008	COLI 01.07.2008	PPI 01.04.2008	COLI 01.07.2008
Supervisory PA	8	1st Year		R 88,724.00	R 131,869.00	R 145,715.25				
	8	2nd Year		R 131,869.00	R 175,269.00	R 193,672.25				
	9	4th Year		R 175,269.00	R 181,123.00	R 200,140.92				
	9	5th Year		R 181,123.00	R 184,691.00	R 204,083.56				
	9	6th Year		R 184,691.00	R 190,483.00	R 210,483.72				
	9	7th Year		R 190,483.00	R 196,812.00	R 217,477.26				
	10	8th Year		R 196,812.00	R 205,293.00	R 226,848.77				
	10	9th Year		R 205,293.00	R 213,765.00	R 236,210.33				
	10	10th Year		R 213,765.00	R 221,407.00	R 244,654.74				
	10	11th Year		R 221,407.00	R 300,036.00	R 331,539.78				
	11	12th Year		R 300,036.00	R 319,310.00	R 352,837.55				
	11	+12 Years		R 319,310.00	R 338,601.00	R 374,154.11				
	11	+12 Years		R 338,601.00	R 348,425.00	R 385,009.63				
	11	+12 Years		R 348,425.00	R 357,960.00	R 395,545.80				

J OSD 01.07.2007	K PPI 01.07.2008	L COLI 01.07.2008	M	N		O
				OSD Grades	OSD Grades	
R 213,735.00	R 216,942.00	R 239,720.91		SU - 1	Notch 1	
R 213,735.00	R 216,942.00	R 239,720.91		SU - 1	Notch 1	
R 324,078.00	R 328,938.00	R 363,476.49	*	SU - 1	Notch 5	
R 324,078.00	R 328,938.00	R 363,476.49	*	SU - 1	Notch 5	
R 324,078.00	R 328,938.00	R 363,476.49	*	SU - 1	Notch 5	
R 324,078.00	R 328,938.00	R 363,476.49	*	SU - 1	Notch 5	
R 324,078.00	R 328,938.00	R 363,476.49	*	SU - 1	Notch 5	
R 324,078.00	R 328,938.00	R 363,476.49	*	SU - 1	Notch 5	
R 324,078.00	R 328,938.00	R 363,476.49	*	SU - 1	Notch 5	
R 324,078.00	R 328,938.00	R 363,476.49	*	SU - 1	Notch 5	
R 343,962.00	R 349,122.00	R 385,779.81		SU - 1	Notch 9	
R 365,070.00	R 370,548.00	R 409,455.54		SU - 1	Notch 13	
R 376,107.00	R 381,747.00	R 421,830.44		SU - 1	Notch 16	
R 387,471.00	R 393,282.00	R 434,576.61		SU - 1	Notch 18	

Regional Supervisory Professional Assistant / Principal Attorney / Corporate Attorney / Legal Training Practitioner / Legal Researcher / Legal Support Practitioner	11	Notch		R 348,426.00	R 357,960.00	R 395,545.80
	11	Notch		R 357,960.00	R 356,279.00	R 393,688.30
	11	3rd Year		R 356,279.00	R 364,185.00	R 402,424.43
	11	4th Year		R 364,185.00	R 386,390.00	R 428,960.95
	11	5th Year		R 386,390.00	R 408,604.00	R 451,507.42
	12	6th Year		R 408,604.00	R 430,239.00	R 475,414.10
	12	7th Year		R 430,239.00	R 451,980.00	R 499,437.90
	12	8th Year		R 451,980.00	R 475,534.00	R 525,465.07
	12	9th Year		R 475,534.00	R 500,384.00	R 552,924.32
	12	10th Year		R 500,384.00	R 526,597.00	R 581,889.69
	12	+10 Years		R 526,597.00	R 526,597.00	R 581,889.69

R 359,673.00	R 365,070.00	R 403,402.35		SU - 2	Notch 1
R 359,673.00	R 365,070.00	R 403,402.35		SU - 2	Notch 1
R 359,673.00	R 365,070.00	R 403,402.35		SU - 2	Notch 1
R 365,070.00	R 370,548.00	R 409,455.54		SU - 2	Notch 2
R 387,471.00	R 393,282.00	R 434,576.61		SU - 2	Notch 6
R 411,243.00	R 417,411.00	R 461,239.16		SU - 2	Notch 10
R 436,479.00	R 443,028.00	R 489,545.94		SU - 2	Notch 14
R 456,420.00	R 463,263.00	R 511,905.62		SU - 2	Notch 17
R 477,267.00	R 484,422.00	R 535,286.31		SU - 2	Notch 20
R 506,550.00	R 514,149.00	R 568,134.65		SU - 2	Notch 24
R 529,692.00	R 537,639.00	R 594,091.10		SU - 2	Notch 27

HCU Manager	11	5th Year		R 356,279.00	R 364,185.00	R 402,424.43
	11	6th Year		R 364,185.00	R 386,390.00	R 426,960.95
	11	7th Year		R 386,390.00	R 408,604.00	R 451,507.42
	12	8th Year		R 408,604.00	R 430,239.00	R 475,414.10
	12	9th Year		R 430,239.00	R 451,981.00	R 499,439.01
	12	10th Year		R 451,981.00	R 475,534.00	R 525,465.07
	12	+10 Years		R 475,534.00	R 500,384.00	R 552,924.32
	12	+10 Years		R 500,384.00	R 526,597.00	R 581,889.69

R 417,411.00	R 423,672.00	R 468,157.56		CM - 1	Notch 1
R 417,411.00	R 423,672.00	R 468,157.56		CM - 1	Notch 1
R 417,411.00	R 423,672.00	R 468,157.56		CM - 1	Notch 1
R 443,028.00	R 449,673.00	R 496,888.67		CM - 1	Notch 5
R 463,263.00	R 470,211.00	R 519,583.16		CM - 1	Notch 7
R 484,422.00	R 491,688.00	R 543,315.24		CM - 1	Notch 10
R 514,149.00	R 521,862.00	R 576,657.51		CM - 1	Notch 14
R 537,639.00	R 545,703.00	R 603,001.82		CM - 1	Notch 17
R 570,633.00	R 579,192.00	R 640,007.16		CM - 1	Notch 21

Legal Admin Officer	9	1		R 157,679.00	R 163,547.40	R 180,719.88
	11	3		R 338,600.00	R 356,279.28	R 393,688.60

R 158,691.00	R 161,070.00	R 177,982.35		MR5	
R 365,070.00	R 370,548.00	R 409,455.54		MR5	

B LAB Current Positions	C LAB Current Levels	D LAB Notch	E		F		G		H		J OSD 01.07.2007	K PPI 01.07.2008	L COLI 01.07.2008	M	N		O	
			LAB Prior 01.07.2007	LAB 01.07.2007	LAB 01.04.2008	PPI 01.04.2008	COLI 01.07.2008	OSD 01.07.2007	PPI 01.07.2008	COLI 01.07.2008					OSD Grades			
Justice Centre Executive / National and Regional Principal Attorney / Legal QA Auditor / Legal QA Manager / Corporate Legal Manager / Legal Development and Special Projects Practitioner	11	3rd Year		R 356,279.00	R 364,185.00	R 402,424.43				R 417,411.00	R 423,672.00	R 468,157.56		CM - 1	Notch 1			
	11	4th Year		R 364,185.00	R 386,390.00	R 426,960.95				R 417,411.00	R 423,672.00	R 468,157.56		CM - 1	Notch 1			
	11	5th Year		R 386,390.00	R 408,604.00	R 451,507.42				R 417,411.00	R 423,672.00	R 468,157.56		CM - 1	Notch 1			
	12	6th Year		R 408,604.00	R 430,239.00	R 475,414.10				R 443,026.00	R 449,673.00	R 496,888.67		CM - 1	Notch 5			
	12	7th Year		R 430,239.00	R 451,981.00	R 499,439.01				R 463,263.00	R 470,211.00	R 519,583.16		CM - 1	Notch 7			
	12	8th Year		R 451,981.00	R 475,534.00	R 525,465.07				R 484,422.00	R 491,688.00	R 543,315.24		CM - 1	Notch 10			
	12	9th Year		R 475,534.00	R 500,384.00	R 552,924.32				R 514,149.00	R 521,862.00	R 576,657.51		CM - 1	Notch 14			
	12	10th Year		R 500,384.00	R 526,597.00	R 581,889.69				R 537,639.00	R 545,703.00	R 603,001.82		CM - 1	Notch 17			
	12	+10 Years		R 526,597.00	R 526,597.00	R 581,889.69				R 570,633.00	R 579,192.00	R 640,007.16		CM - 1	Notch 21			
				LAB	LAB with 7.5% COLI	PPI	COLI 10.5%				OSD	PPI	COLI		OSD Grades			
		Level	Notch	Prior 01.07.2007	01.07.2007	01.04.2008	01.07.2008				01.07.2007	01.07.2008	01.07.2008		OSD Grades			
		13	Notch 1	R 502,725.00	R 540,429.38	R 548,475.75	R 606,065.70				R 579,192.00	R 587,880.00	R 649,607.40		CM - 1	Notch 18		
		13	Notch 2	R 510,210.00	R 548,475.75	R 556,641.45	R 615,088.80				R 587,880.00	R 596,700.00	R 659,353.50		CM - 1	Notch 19		
		13	Notch 3	R 517,806.00	R 556,641.45	R 564,932.93	R 624,250.88				R 596,700.00	R 605,649.00	R 669,242.15		CM - 1	Notch 20		
		13	Notch 4	R 525,519.00	R 564,932.93	R 573,343.73	R 633,544.82				R 605,649.00	R 614,733.00	R 679,279.97		CM - 1	Notch 21		
		13	Notch 5	R 533,343.00	R 573,343.73	R 581,800.30	R 642,889.33				R 614,733.00	R 623,958.00	R 689,473.59		CM - 1	Notch 22		
		13	Notch 6	R 541,284.00	R 581,880.30	R 581,800.30	R 642,889.33				R 623,958.00	R 633,318.00	R 699,816.39		CM - 1	Notch 23		

NB	
1	Salary scales in black font reflect basic salaries whereas salary scales in <b>bold</b> font reflect cost to company package.
2	Where a salary is translated from a basic salary scale to a cost to company package (see * on column M), backpay will be based on the difference between the cost to company scale and the basic salary plus benefits received by the employee.
3	Those currently at post Level 13 will have their 10.5% COLI duly adjusted and paid from 01 July 2008

## LEGAL AID BOARD

Candidate Attorney							
Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement			
		Qualification	Experience	To		Criteria	
Candidate Attorney (Contract Appointment)	LP-1 R81,201	<ul style="list-style-type: none"> <li>LLB (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>No previous post qualification experience<sup>1</sup></li> </ul>	Candidate Attorney	LP-2 R94,236	Grade Progression  Pay Progression	<ul style="list-style-type: none"> <li>Successful completion of first year of training period.</li> <li>Not applicable</li> </ul>
Candidate Attorney (Contract Appointment)	LP-2 R94,236	<ul style="list-style-type: none"> <li>LLB (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Successful completion of first year of training period.</li> <li>At least 1 year post qualification experience<sup>2</sup></li> </ul>	No further grade progression opportunity - apply for higher, vacant post  Compliance with the educational qualifications, statutory requirements, competencies, skills and experiential competency for the higher post			

<sup>1</sup> Experience gained during post qualification training, is recognized.

<sup>2</sup> Experience gained during post qualification training, is recognized.

## LEGAL AID BOARD

High Court Unit Manager, Justice Center Executive and Regional Professional Assistant						
Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement		
		Qualification	Experience	To	Criteria	
High Court Unit Manager, Justice Center Executive and Regional Professional Assistant	CM-1	<ul style="list-style-type: none"> <li>LLB (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>At least 10 years' post graduate legal experience, of which 4 years court experience</li> </ul>	No further grade progression opportunity - apply for higher, vacant post  Compliance with the educational qualifications, statutory requirements, competencies, skills and experiential competency for the higher post	Pay Progression	Based on annual Performance Assessment: <ul style="list-style-type: none"> <li>1 Notch: Satisfactory Performance</li> <li>2 Notches: Good Performance (20% of employees per annum)</li> <li>3 Notches: Excellent Performance (10% of employees per annum)</li> </ul>
	R417,411					
	R423,672					
	R430,029					
	R436,479					
	R443,028					
	R449,673					
	R463,263					
	R470,211					
	R477,267					
	R484,422					
	R491,688					
	R499,062					
	R506,550					
R514,149						
R521,862						
R529,692						

High Court Unit Manager, Justice Center Executive and Regional Professional Assistant

Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement	
		Qualification	Experience	To	Criteria
	R537,639				
	R545,703				
	R553,890				
	R562,200				
	R570,633				
	R579,192				
	R587,880				
	R596,700				
	R605,649				
	R614,733				
	R623,958				
	R633,318				
	R642,819				
	R652,461				

## Legal Aid Board

High Court Professional Assistant							
Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement			
		Qualification	Experience	To		Criteria	
Junior High Court Professional Assistant, Grade 1	LP-7	<ul style="list-style-type: none"> <li>• LLB (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• At least 5 years' post graduate experience<sup>1</sup></li> </ul>	Junior High Court Professional Assistant, Grade 2	LP-8, first notch	Grade Progression	<ul style="list-style-type: none"> <li>• 2 Years' above average performance on LP-1; or</li> <li>• 4 Years' average performance – 4 years' experience on LP-1</li> </ul>
	Pay Progression					<ul style="list-style-type: none"> <li>• 1 Notch increment based on Performance Assessment</li> </ul>	
Junior High Court Professional Assistant, Grade 2	LP-8	<ul style="list-style-type: none"> <li>• LLB (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• At least 9 years' post graduate experience</li> </ul>	No further grade progression opportunity - apply for higher, vacant post  Compliance with the educational qualifications, statutory requirements, competencies, skills and experiential competency for the higher post		Pay Progression	Based on annual Performance Assessment: <ul style="list-style-type: none"> <li>• 1 Notch: Satisfactory Performance</li> <li>• 2 Notches: Good Performance (20% of employees per annum)</li> <li>• 3 Notches: Excellent Performance (10% of employees per annum)</li> </ul>

<sup>1</sup> Experience gained during post graduate training, is recognized.

High Court Professional Assistant					
Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement	
		Qualification	Experience	To	Criteria
	R545,703				
	R553,890				
	R562,200				
	R570,633				
	R579,192				
	R587,880				
	R596,700				
	R605,649				
	R614,733				
	R623,958				
	R633,318				
	R642,819				
	R652,461				



Professional Assistant						
Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement		
		Qualification	Experience	To	Pay Progression	Criteria
Professional Assistant	LP-4 R170,952 R173,517 R176,121 R178,764 R181,446 R184,167 R186,930 R189,735 R192,582 R195,471 R198,402 R192,582 R201,378 R204,399 R207,465 R210,576 R213,735 R216,942	<ul style="list-style-type: none"> <li>LLB (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>At least 6 years' post qualification experience</li> </ul>	No further grade progression opportunity - apply for higher, vacant post  Compliance with the educational qualifications, statutory requirements, competencies, skills and experiential competency for the higher post	Pay Progression	Based on annual Performance Assessment: <ul style="list-style-type: none"> <li>1 Notch: Satisfactory Performance</li> <li>2 Notches: Good Performance (20% of employees per annum)</li> <li>3 Notches: Excellent Performance (10% of employees per annum)</li> </ul>

Professional Assistant						
Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement		
		Qualification	Experience	To		Criteria
Professional Assistant,	LP-6 R359,673 R365,070 R370,548 R376,107 R381,747 R387,471 R393,282 R399,180 R405,168 R411,243 R417,411	<ul style="list-style-type: none"> <li>• LLB (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• At least 10 years' post qualification experience</li> </ul>	No further grade progression opportunity - apply for higher, vacant post  Compliance with the educational qualifications, statutory requirements, competencies, skills and experiential competency for the higher post	Pay Progression	Based on annual Performance Assessment: <ul style="list-style-type: none"> <li>• 1 Notch: Satisfactory Performance</li> <li>• 2 Notches: Good Performance (20% of employees per annum)</li> <li>• 3 Notches: Excellent Performance (10% of employees per annum)</li> </ul>

Professional Assistant					
Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement	
		Qualification	Experience	To	Criteria
	R423,672				
	R430,029				
	R436,479				
	R443,028				
	R449,420				
	R456,420				
	R463,263				
	R470,422				
	R477,267				
	R484,422				
	R491,688				
	R499,062				
	R506,550				

**LEGAL AID BOARD**

Supervisory Professional Assistant & Principal Attorney (Supervision) & Regional Professional Assistant						
Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement		
		Qualification	Experience	To	Criteria	
Supervisory Professional Assistant	SU-1	<ul style="list-style-type: none"> <li>• LLB (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• At least 4 years' post graduate experience<sup>1</sup> of which 3 years court experience</li> </ul>	No further grade progression opportunity - apply for higher, vacant post  Compliance with the educational qualifications, statutory requirements, competencies, skills and experiential competency for the higher post	Pay Progression	Based on annual Performance Assessment: <ul style="list-style-type: none"> <li>• 1 Notch: Satisfactory Performance</li> <li>• 2 Notches: Good Performance (20% of employees per annum)</li> <li>• 3 Notches: Excellent Performance (10% of employees per annum)</li> </ul>
	R213,735					
	R216,942					
	R220,197					
	R223,500					
	R324,078					
	R328,938					
	R333,870					
	R338,880					
	R343,962					
	R349,122					
	R354,360					
	R359,673					
	R365,070					
R370,548						
R376,107						

<sup>1</sup> Experience gained during post graduate training, is recognized.

Supervisory Professional Assistant & Principal Attorney (Supervision) & Regional Professional Assistant

Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement		
		Qualification	Experience	To		Criteria
	R381,747					
	R387,471					
	R393,282					
	R399,180					
	R405,168					
	R411,243					
	R417,411					
	R423,672					
	R430,029					
	R436,479					
	R443,028					
	R449,420					
	R456,420					
	R463,263					
	R470,422					
	R477,267					
	R484,422					
	R491,688					
	R499,062					

Supervisory Professional Assistant & Principal Attorney (Supervision) & Regional Professional Assistant						
Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement		
		Qualification	Experience	To		Criteria
	R506,550					
Principal Attorney & Regional Senior Professional Assistant (Supervision)	SU-2 R359,673 R365,070 R370,548 R376,107 R381,747 R387,471 R393,282 R399,180 R405,168 R411,243 R417,411 R423,672 R430,029 R436,479 R443,028	<ul style="list-style-type: none"> <li>LLB (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>At least 8 years' post graduate experience<sup>2</sup> of which 4 years court experience</li> </ul>	<p>No further grade progression opportunity - apply for higher, vacant post</p> <p>Compliance with the educational qualifications, statutory requirements, competencies, skills and experiential competency for the higher post</p>	Pay Progression	<p>Based on annual Performance Assessment:</p> <ul style="list-style-type: none"> <li>1 Notch: Satisfactory Performance</li> <li>2 Notches: Good Performance (20% of employees per annum)</li> <li>3 Notches: Excellent Performance (10% of employees per annum)</li> </ul>

<sup>2</sup> Experience gained during post graduate training, is recognized.

Supervisory Professional Assistant & Principal Attorney (Supervision) & Regional Professional Assistant

Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement		
		Qualification	Experience	To		Criteria
	R449,420					
	R456,420					
	R463,263					
	R470,422					
	R477,267					
	R484,422					
	R491,688					
	R499,062					
	R506,550					
	R514,149					
	R521,862					
	R529,692					
	R537,639					
	R545,703					
	R553,890					
	R562,200					
	R570,633					
	R579,192					
	R587,880					



## LEGAL AID BOARD

High Court Unit Manager, Justice Center Executive and Regional Professional Assistant						
Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement		
		Qualification	Experience	To		Criteria
High Court Unit Manager, Justice Center Executive and Regional Professional Assistant	CM-1	<ul style="list-style-type: none"> <li>• LLB (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• At least 10 years' post graduate legal experience, of which 4 years court experience</li> </ul>	No further grade progression opportunity - apply for higher, vacant post  Compliance with the educational qualifications, statutory requirements, competencies, skills and experiential competency for the higher post	Pay Progression	Based on annual Performance Assessment: <ul style="list-style-type: none"> <li>• 1 Notch: Satisfactory Performance</li> <li>• 2 Notches: Good Performance (20% of employees per annum)</li> <li>• 3 Notches: Excellent Performance (10% of employees per annum)</li> </ul>
	R417,411					
	R423,672					
	R430,029					
	R436,479					
	R443,028					
	R449,673					
	R463,263					
	R470,211					
	R477,267					
	R484,422					
	R491,688					
	R499,062					
	R506,550					
	R514,149					
R521,862						
R529,692						

High Court Unit Manager, Justice Center Executive and Regional Professional Assistant

Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement		
		Qualification	Experience	To		Criteria
	R537,639					
	R545,703					
	R553,890					
	R562,200					
	R570,633					
	R579,192					
	R587,880					
	R596,700					
	R605,649					
	R614,733					
	R623,958					
	R633,318					
	R642,819					
	R652,461					

## LEGAL AID BOARD

Senior Litigator						
Job Title	Salary Level and Scale	Appointment Requirement		Progression Requirement		
		Qualification	Experience	To	Pay Progression	Criteria
Senior Litigator	LP-10 R545,703 R553,890 R562,200 R570,633 R579,192 R587,880 R596,700 R605,649 R614,733 R623,958 R633,318 R642,819 R652,461	<ul style="list-style-type: none"> <li>LLB (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>At least 10 years' post graduate legal experience, of which 4 years court experience</li> <li>Must be performing at least 80% active court litigation</li> </ul>	No further grade progression opportunity - apply for higher, vacant post  Compliance with the educational qualifications, statutory requirements, competencies, skills and experiential competency for the higher post	Pay Progression	Based on annual Performance Assessment: <ul style="list-style-type: none"> <li>1 Notch: Satisfactory Performance</li> <li>2 Notches: Good Performance (20% of employees per annum)</li> <li>3 Notches: Excellent Performance (10% of employees per annum)</li> </ul>

## RECOGNITION BASIS

### Part D: Senior Litigator

- All appropriate service/experience refers to the number of full years' of service/experience gained on 31 March 2007 after obtaining a LLB (or equivalent qualification)
- Appropriate service/ experience are recognized on a basis of 100% of actual service/experience to a maximum of 30 years' actual service/experience.

Service/experience profile on 31 March 2007	Revised production grade	Scale (Rpa)	Notch (Rpa)
Full 10 year's post graduate service and experience	LP-10	545,703 X Prog 827,961	R545,703
Full 11 year's post graduate service and experience			R553,890
Full 12 year's post graduate service and experience			R562,200
Full 13 year's post graduate service and experience			R570,633
Full 14 year's post graduate service and experience			R579,192
Full 15 year's post graduate service and experience			R587,880
Full 16 year's post graduate service and experience			R596,700
Full 17 year's post graduate service and experience			R605,649
Full 18 year's post graduate service and experience			R614,733
Full 19 year's post graduate service and experience			R623,958
Full 20 year's post graduate service and experience			R633,318
Full 21 year's post graduate service and experience			R642,819
Full 22 year's post graduate service and experience			R652,461
Full 23 year's post graduate service and experience			R662,250
Full 24 year's post graduate service and experience			R672,183
Full 25 year's post graduate service and experience			R682,269
Full 26 year's post graduate service and experience			R692,502
Full 27 year's post graduate service and experience	R702,891		

<b>Service/experience profile on 31 March 2007</b>	<b>Revised production grade</b>	<b>Scale (Rpa)</b>	<b>Notch (Rpa)</b>
Full 28 year's post graduate service and experience			R713,433
Full 29 year's post graduate service and experience			R724,137
Full 30 year's and more post graduate service and experience			R734,997

## PHASE 2 OF THE TRANSLATION PROCESS – RECALCULATION OF SALARY

### INTRODUCTION

1. This is a **once-off** translation that is only applicable to legally qualified employees employed in the Legal Aid Board who were in service on 30 June 2007 and who were translated to the following production posts (any grades attached to these posts) by means of the Phase 1 translation process:
  - 1.1 Part A – Professional Assistant
  - 1.2 Part B – Professional Assistant in the High Court
  - 1.3 Part C – Senior Professional Assistant in the High Court
  - 1.4 Part D – Senior Litigator
2. Only full year's service and experience gained after complying with the experience requirement set for the lowest grade attached to the production post **as on 31 March 2007**, are recognised for salary purposes.
3. If the notch in terms of the Phase 2 process is **higher** than the notch awarded in terms of the Phase 1 translation process, then the salary notch determined in terms of the Phase 2 process applies with effect from 1 July 2007.
4. If the notch in terms of the Phase 2 process is **equal** to or **lower** than the notch awarded in terms of the Phase 1 translation process, then the salary notch determined in terms of the Phase 1 translation process applies.

## RECOGNITION BASIS

### Part A: Professional Assistant

- ❑ All appropriate service/experience refers to the number of full years' of service/experience gained on 31 March 2007 after obtaining a LLB (or equivalent qualification).
- ❑ Appropriate service/ experience are recognised on a basis of 100% of actual service/experience to a maximum of 30 years' actual service/experience.

Service/experience profile <u>on 31 March 2007</u>	Revised production grade	Scale (Rpa)	Notch (Rpa)
Full 2 years' post graduate service and experience <sup>1</sup>	LP-3	125,046 X Prog – 134,712	R125,046
Full 3 years' post graduate service and experience			R126,921
Full 4 year's post graduate service and experience			R128,826
Full 5 year's service post graduate and experience			R130,758
Full 6 year's post graduate service and experience	LP-4	170,952 X Prog – 359,973	R170,952
Full 7 year's post graduate service and experience			R173,517
Full 8 year's post graduate service and experience			R176,121
Full 9 year's post graduate service and experience			R178,764
Full 10 year's post graduate service and experience			R181,446
Full 11 year's post graduate service and experience			R184,167
Full 12 year's post graduate service and experience			R186,930
Full 13 year's post graduate service and experience			R189,735
Full 14 year's post graduate service and experience			R192,582
Full 15 year's post graduate service and experience			R195,471
Full 16 year's post graduate service and experience	R198,402		
Full 17 year's post graduate service and experience			R201,378
Full 18 year's post graduate service and experience			R204,399
Full 19 year's post graduate service and experience			R207,465

<sup>1</sup> The period of experience gained during post graduate training period will be recognised as post graduate service and experience.

<b>Service/experience profile on 31 March 2007</b>	<b>Revised production grade</b>	<b>Scale (Rpa)</b>	<b>Notch (Rpa)</b>
<b>Full 20 year's post graduate service and experience</b>			R210,576
<b>Full 21 year's post graduate service and experience</b>			R213,735
<b>Full 22 year's post graduate service and experience</b>			R216,942
<b>Full 23 year's post graduate service and experience</b>			R220,197
<b>Full 24 year's post graduate service and experience</b>			R223,500
<b>Full 25 year's post graduate service and experience</b>			R324,078
<b>Full 26 year's post graduate service and experience</b>			R328,938
<b>Full 27 year's post graduate service and experience</b>			R333,870
<b>Full 28 year's post graduate service and experience</b>			R338,880
<b>Full 29 year's post graduate service and experience</b>			R343,962
<b>Full 30 year's and more post graduate service and experience</b>			R349,122

## RECOGNITION BASIS

### Part C: Senior Professional Assistant in High Court

- All appropriate service/experience refers to the number of full years' of service/experience gained on 31 March 2007 after obtaining a LLB (or equivalent qualification)
- Appropriate service/ experience are recognized on a basis of 100% of actual service/experience to a maximum of 30 years' actual service/experience.

Service/experience profile <u>on 31 March 2007</u>	Revised production grade	Scale (Rpa)	Notch (Rpa)
Full 8 year's post graduate service and experience	LP-9	417,411 X Prog – 652,461	R417,411
Full 9 year's post graduate service and experience			R423,672
Full 10 year's post graduate service and experience			R430,029
Full 11 year's post graduate service and experience			R436,479
Full 12 year's post graduate service and experience			R443,028
Full 13 year's post graduate service and experience			R449,673
Full 14 year's post graduate service and experience			R456,420
Full 15 year's post graduate service and experience			R463,263
Full 16 year's post graduate service and experience			R470,211
Full 17 year's post graduate service and experience			R477,267
Full 18 year's post graduate service and experience			R484,422
Full 19 year's post graduate service and experience			R491,688
Full 20 year's post graduate service and experience			R499,062
Full 21 year's post graduate service and experience			R506,550
Full 22 year's post graduate service and experience			R514,149
Full 23 year's post graduate service and experience			R521,862
Full 24 year's post graduate service and experience			R529,692
Full 25 year's post graduate service and experience			R537,639

<b>Service/experience profile on 31 March 2007</b>	<b>Revised production grade</b>	<b>Scale (Rpa)</b>	<b>Notch (Rpa)</b>
<b>Full 26 year's post graduate service and experience</b>			R545,703
<b>Full 27 year's post graduate service and experience</b>			R553,890
<b>Full 28 year's post graduate service and experience</b>			R562,200
<b>Full 29 year's post graduate service and experience</b>			R570,633
<b>Full 30 year's and more post graduate service and experience</b>			R579,192