



# LEGAL AID BOARD



## SAPTU & MANAGEMENT COMMITTEE MEETING

<b>DATE:</b>	15 February 2007 (FRIDAY)
<b>TIME:</b>	11:00am – 13:00pm
<b>VENUE:</b>	Main Boardroom , 6 <sup>th</sup> Floor Legal Aid Board House

### MINUTES OF MEETING

Meeting officially opened and chaired by: **Tebogo Choane**

#### SUMMARY OF DISCUSSION

#### ACTION

**1. Matters arising from last meeting.**

**a) Salary –Administrative staff**

Admin Staff Salary process has two legs. First leg completed for level 1-5. Narrowing of Salary bands approved and a concerted effort to effect payment and back- pay.

**29/02/08**

Second leg for levels 5 and 6 with benchmarking and grading process. SAPTU to submit work document w.r.t . process.

**22/02/08**

**Elginita M**

NOE indicated that job profiles are complete for Admin staff and it will be posted on AI. SAPTU to consider this and respond. Admin staff should log onto AI using their own codes only. Any violation of this is contrary to AI policy and amounts to fraud. NOE noted that Admin staff who perform any Manager's function on AI does so voluntary or as training for career development.

Medical Aid Allowance only for employees who are registered with a medical aid. It cannot be applied like Home allowance.

**b) Danger Pay Allowance**

SAPTU noted that DPSA officials confirmed that there is a budget for Danger Pay allowance for institutions. Resolution 3 of 1999 amended by Resolution 1 of 2007. LAB currently contravenes the latter resolution. This position must be verified.

**25/02/08**

**Tebogo C  
Andre P**

**c) Overtime Policy**

A draft policy to be submitted to LAB Exec. Not completed yet.  
SAPTU raised the question of employees who travel long distances who start early and return back late?

NOE stated that employees must work the hours required, but subject to the Basic Conditions of Employment Act. With the National Footprint Initiative, employees should not be driving to destinations more than 200km away and/ or 75 km from resource basin.  
If this occurs then SAPTU members must report this.

NOE informed meeting that LAB will issue tender for Vehicle tracking devices to monitor the use of LAB vehicles and hours of use.

**Next meeting  
Tebogo C**

**d) Pension fund**

All the intended actions by employer as communicated by HR Communiqué 61/2007 were not completed yet. SAPTU indicated that employees feel frustrated and insecure with this pension fund. Pay outs take long when employees resign. Pension fund is not accountable.

Employer is still investigating transfer to GEPF and if there is a way out of this fund. SAPTU mentioned a provident fund for its members. SAPTU and employer to work together on this problem. A task team to be set up and SAPTU to introduce a Pension fund Advisor.

**Next meeting  
Tebogo C  
Peter B  
Mornay C  
Andre P**

**e) SAPTU Regional Video Conference**

The previous conference was postponed due to logistical problems and SAPTU requested the use of LAB video conferencing facilities to conduct elections of office bearers in the regions and consult members on recognition agreement and grievances.

Employer indicated that a document be prepared and submitted.

**28 /02/08  
Andre P**

**f) SAPTU's Recognition Agreement**

The Employer has sent the draft agreement with comments to SAPTU Management. The Employer now awaits further correspondence. SAPTU to submit the proposed amendments.

**07 /03/08  
Ben VDW**

## **2. Salaries for Legal Professionals**

NOE noted that OSD process is not within the control of the employer and the union. The COO met with the DPSA to suggest amendments to Translation documents as LAB EXEC proposes a higher translation of salaries for employees. Phase 1 is the translations and the LAB is ready to implement if determined by the Minister. Time frames difficult to determine in this process. Money has been set aside for LAB but not in LAB banking account yet. NOE indicated that w.r.t. to Phase 2, the years of service from admission dates have already been determined for every employee.

SAPTU indicated that employees are highly frustrated and want the OSD to end. Members want their better salaries and back-pay. SAPTU and the employer must work together in this process to realize the best salary prospects for employees. SAPTU requested better information sharing and exchange of documents in this process and with the Pension issue. SAPTU wanted to know which amendments the LAB Exec suggested.

**No time frames**

## **3. GEMS Medical Aid**

HR EXEC indicated that still some negotiation required for Employer's application to be admitted to GEMS. A meeting will take place between GEMS and LAB management at end of February.

SAPTU indicated that members cannot afford current medical options and if GEMS is not realized then HRO in the regions should arrange meetings with staff at every Justice Centre, and explain basic medical options on the current schemes Also other human resource policies such as bursaries, types of leave, career development and external training policies.

The employer indicated that Alexander Forbes are contracted to perform this task w.r.t. medical aids available and this will be followed up.

**Next Meeting  
Patrick Z**

## **4. Schedule of Meetings**

Document has been exchanged in this regard and contents agreed to.

## **5. Essential Services Application**

The Employer placed this issue on the agenda and indicated that the CCMA has determined LAB staff to be non-essential workers. SAPTU requested the cost to the employer for this application as SAPTU has been informed that the the Chairperson of the Board and some LAB Exec members did not support this application and indicated that it lacked merits.

SAPTU also incurred costs defending this action and is also concerned that state resources are managed in this manner. The Employer will consider if the amount of costs will be made available to SAPTU.

**Next Meeting  
Tebogo C  
Mornay C**

## **6. Bursary Policy**

SAPTU raised this issue as SAPTU was informed that last year Senior Managers were allocated bursaries while staff at levels 1-6 was refused. A bursary was allocated for a Masters Degree in Business while SAPTU members who wanted to complete Matric or study law were refused. The specifics of this will be sent to the HR Exec . SAPTU enquired if the HR Exec has statistics as to who were granted bursaries in the regions and the percentage of which categories of staff that were successful.

**Next Meeting  
Patrick Z  
Andre P**

## **7. Employment Equity Committees (EEC)**

SAPTU raised the issue of the formation of EEC's and SAPTU was not invited. Equity plans were introduced by way of courses and committees formed. How were the reps who attended the meeting selected?

The Employer was unsure about this and requested that the Document be forwarded. The Employer will report back at the next meeting.

**Patrick Z  
Tebogo C  
Andre P**

## **8. Parking in the CBD**

SAPTU raised this issue as members in Johannesburg and Cape Town indicated an acute problem with shortage of parking. Employees pay minimum R500-00 per month for parking. The policy says the LAB will provide parking where reasonable. Employees at other offices are afforded parking and are managers at CBD areas provided with free parking?

The Employer did not have the policy with them at the meeting and a SAPTU Member and a LAB Executive manager will investigate and report back.

**Next meeting  
Andre P  
Peter B**

**Meeting closed by Tebogo Choane**

**Waiver: This is SAPTU's record of the Minutes of the meeting.**

**The Minutes of this meeting was not verified by the Employer.**