

## NBCRFLI Conditions of Employment Survey - Extended Bargaining Unit Employees

### Instructions

- 1 You are kindly requested to complete this questionnaire using this Excel Document. Surveys completed by hand is often difficult to read and process.
- 2 The definition of EBU is per the collective agreement signed on 12 October 2012 is as follows ;  
"3.1 In accordance with the main agreement definition of the bargaining unit increase will apply to:  
All positions graded up to and including C1 (Paterson Grading) earning up to the BCEA threshold (as at the time of implementation) and 30% above the said BCEA threshold."
- 3 In the survey document the abbreviation BCEA means the Basic Conditions of Employment Act 75 of 1997.
- 4 In the survey document the abbreviation EBU employees means Extended Bargaining Unit employees provided for in clause 56 of the Main Collective Agreement.
- 5 Should you need to add information on any of the items, use additional paper, clearly indicating on which point you provide the additional information.
- 6 If you are not sure about any of the questions, please do not hesitate to call Mr Maarten Du Plessis of PE Corporate on telephone 0824575905.
- 7 The deadline date for completion of the survey is **26 September 2014**. All completed surveys should be sent to the following e-mail address; pecsphal@global.co.za or to Fax number: 0866093063.

### Information About Your Organisations

Company Name: \_\_\_\_\_ Levy Number : \_\_\_\_\_

In which Town and Province is Your Main Place of Business : \_\_\_\_\_

How many employees falling into the EBU are employed by your organisation as a percentage of the total workforce :

How many employees are members of Council trade union parties as a percentage of the total workforce :

Name and Job Title of Official Completing the information : \_\_\_\_\_

Contact Telephone Number : \_\_\_\_\_

Date : \_\_\_\_\_

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## Conditions of Employment Information Related to EBU Employees in Your Organisation

### 1 Working Hours

	<b>Hours per week</b>
- What is the current ordinary hours of work in any week for EBU Employees in your organisation?	<input type="text"/>
	<b>Yes/No</b>
- When EBU Employees work overtime do you pay overtime according to the BCEA?	<input type="text"/>
	<b>Yes/No</b>
- If the answer to the above question is no, do you grant time off to these employees?	<input type="text"/>
	<b>Yes/No</b>
- If you grant time off, please indicate yes or no in the applicable block below;	<input type="text"/>
- Time of equal to BCEA prescription as if you are paying overtime e.g. x1.5 or x2	<input type="text"/>
- Equal time off for the extra time worked	<input type="text"/>

### 2 Annual leave

	<b>Yes/No</b>
- Are your leave policies the same for all employees?	<input type="text"/>
	<b>Days Per Annum</b>
- Please indicate the normal basic annual leave entitlement for EBU employees.	<input type="text"/>
- Do you allocate leave days as calendar days or working days? Please indicate.	<input type="text"/>
- Please indicate which of the following factors form part of your leave policy and thus determine the annual leave entitlement of your employees?	

<b>Length of service</b>	
<b>Seniority/Status</b>	
<b>Working Hours</b>	
<b>Other factors, please specify</b>	
<b>No variation (same policy for all employees)</b>	

- If your leave entitlement varies according to length of service, please indicate the additional number of days allowed, at the following breakpoint years.

<b>Up to 5 years service</b>	
<b>6 to 9 years service</b>	
<b>10 to 14 years service</b>	
<b>15 to 19 years service</b>	
<b>Over 20 years service</b>	

- What is the maximum number of leave days that may be accumulated by an EBU Employee?	<input type="text"/>
	<b>Yes/No</b>
- Do you allow employees to convert or sell any of their leave into a cash benefit?	<input type="text"/>
	<b>Yes/No</b>
- If YES, please indicate the maximum number of days per year which may be commuted.	<input type="text"/>
	<b>Yes/No</b>
- If an EBU Employee terminate his/her service or retire, do you commute accrued leave not taken?	<input type="text"/>

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### 2 Annual Leave - Continued

- If commuted into cash, what basis do you use to calculate the value of accrued leave? Please explain.

### 3 Special Leave

**Note :** All Employees are granted three days annual paid Family Responsibility Leave in terms of the BCEA, which may be taken when a child is born, adopted, a child is ill or in the event of the death of a spouse or other close family member. The following questions are designed to determine leave and benefits granted **over and above** the statutory Family Responsibility Leave.

If your organisation do not grant any Family responsibility leave, indicate what alternative arrangement is in place or not, below

- Do you grant any of the following categories of special leave to EBU Employees? If so, please indicate :

	Leave Granted Yes/No	Number of Days
Special long service leave		
Compassionate leave (or <i>additional</i> Family Responsibility Leave)		
Sports Leave		
Study Leave		
Employees attending Board meetings at outside companies		
Special Leave for any other reason (please describe below)		
Unpaid leave		

Other, please specify

### 4 Sick Leave

- How many days sick leave are allowed without submission of a Medical Certificate?
- Is your sick leave benefit in line with the BCEA, i.e. 30 days in a 36 month employment cycle?
- If the benefit is more favourable than the BCEA, please indicate the number of additional days.

Yes/No

### 5 Maternity Leave

- By law, a female employee is entitled to at least four consecutive months' maternity leave. Do you adhere to the minimum requirement of the BCEA for EBU Employees?
- if you exceed the four months, please indicate with how many months or weeks.

Yes/No

### 6 Non-Performance Related Bonuses - (Holiday Pay or 13th Cheque)

- Do you pay a regular general or standard bonus which is unrelated to performance for EBU employees?
- If yes, when is this bonus paid?
- What percentage of annual earnings do you pay as a non-performance related bonus?

Yes/No

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### 7 Medical Aid

- Do you provide medical aid or medical health arrangements for EBU Employees?

Yes/No

- Please indicate if your Medical Aid scheme is compulsory or voluntary.

Yes/No

- Please indicate the **percentage split** in the cost of medical aid contributions between the employer and employee.

Employer Contribution %	Employee Contribution %
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

### 8 Retirement Provision (Pension/Provident Fund)

- Do you provide a retirement scheme for EBU employees ?

Yes/No

- If yes, is membership to a retirement fund compulsory?

Yes/No

- If yes, please indicate the contribution by the employer and employee as a percentage of basic salary.

Employer Contribution	Employee Contribution
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

- What is the normal retirement age for your EBU employees?

- What type of retirement schemes do you provide? Tick appropriate

Pension fund  
Provident fund  
Own Arrangements

<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>

- Does your scheme provide linked life insurance benefits? If so, please indicate the amount of cover.

### 9 Acting allowance or Differential Wages

- When an employee occupying a position in the EBU perform activities of a position in higher grade or work class do you pay an acting allowance?

Yes/No

- Is the acting allowance paid with immediate effect?

Yes/No

- If it is not paid with immediate effect, from when would you consider payment?

- How is the acting allowance calculated?

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### 10 Subsistence allowance

- If an EBU employee has to perform work away from his/her normal place of work and home,
- do you pay a subsistence allowance?
  - If yes, do you pay subsistence according to the SARS guidelines for subsistence?
  - If the answer on previous question is no, explain how you calculate the value of the subsistence .

Yes/No

Yes/No

### 11 Night Shift Allowance

- If an EBU employee works night shift, are they entitled to a shift allowance?
- If yes, explain how your organisation calculate the relevant shift allowance, e.g. 5% of basic salary.

Yes/No

### 12 Other Allowances

- Do EBU Employees qualify for other allowances not applicable to Bargaining Unit Employees?
- If the answer on previous question is yes, explain what and the value of such allowances.

Yes/No