

**CIRCULAR TO THE INDUSTRY**

**ACROSS THE BOARD INCREASES: EXTENDED BARGAINING UNIT EMPLOYEES (EBU EMPLOYEES)**

1. The Main Collective Agreement presently provides that EBU employees had to receive wage increases with effect from 28 March 2016 as per the table mentioned hereunder.

| <b>Employees</b>                       | <b>Across the Board Increase</b> |
|----------------------------------------|----------------------------------|
| Current EBU up to Patterson Grading B3 | 9%                               |
| Current EBU Patterson Grading B4 to C1 | 8%                               |

2. Council Administration received enquiries from Stakeholders in the Industry to provide clarity on the identification of the EBU employees referred to in the table above as some employers in the Industry do not make use of the Patterson Grading system.
3. The purpose of this Circular is to provide guidelines to employers and their employees in the Industry to correctly identify the EBU employees as mentioned above.
  - (i) Schedule 7 of the Main Collective Agreement lists categories of EBU employees in the Industry as follows:

| <b>Class</b>                         | <b>Grade</b> | <b>Class</b>                                                        | <b>Grade</b> |
|--------------------------------------|--------------|---------------------------------------------------------------------|--------------|
| Receptionist.....                    | B1           | Assistant/Junior Controller.....                                    | B3/4         |
| Chemical Cleaners.....               | B1           |                                                                     |              |
| Administration/Clerk Grade I.....    | B1           |                                                                     |              |
| Storage Co-ordinators/Administrator. | B2           | Personal Assistant.....                                             | B4           |
| Data Capturer.....                   | B2           | H/R Clerk/Administrator.....                                        | B4           |
| Administrator/Clerk Grade II.....    | B2           | Operations Administrator.....                                       | B4           |
|                                      |              | Fleet/Transport Administrator..                                     | B4           |
|                                      |              | IT Administrator/Help Desk.....                                     | B4           |
|                                      |              | Team Leaders Generic,<br>supervising B3 and lower<br>positions..... | B4           |
|                                      |              | Administrator/Clerk Grade IV...                                     | B4           |

|                                                                                                             |    |                           |    |
|-------------------------------------------------------------------------------------------------------------|----|---------------------------|----|
| Debrief/DC/POD Clerk.....                                                                                   | B3 | Branch Administrator..... | C1 |
| Financial Clerk/Administrators,<br>including Debtors, Creditors, General<br>Ledger and Cashbook Clerks..... | B3 | Driver Trainer.....       | C1 |
| Payroll Clerk/Administrator.....                                                                            | B3 |                           |    |
| Planning Clerk/Workshop/Technical<br>Administrator.....                                                     | B3 |                           |    |
| Administrator: Tracking.....                                                                                | B3 |                           |    |
| Warehouse Clerk/Administrator.....                                                                          | B3 |                           |    |
| Administrator/Clerk Grade III.....                                                                          | B3 |                           |    |

- (ii) The classes of employees referred to in (i) above are not defined in Council's Main Collective Agreement. You may however use the attached generic job descriptions (Annexure "A") as a guideline.
- (iii) Attached as Annexure "B" is a schedule indicating a comparison between the Patterson Grading system model and other grading models which may also be of assistance when identifying the classes of employees referred to in (i) above.

Yours sincerely

**Musa Ndlovu**

**National Secretary**

**(This document has been sent electronically and is therefore not signed).**

**GENERIC JOB DESCRIPTIONS****(EBU EMPLOYEES)**

| <b>JOB TITLE</b>        | <b>SHORT JOB DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>GRADE</b> |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Branch Administrator    | The Branch Administrator performs duties similar to the Personal Assistant, but may also be involved in performing both operational and financial administrative activities, as well as activities related to branch administration like reception work and liaison with service providers. Collate information and compile various branch reports for verification by the Branch Manager.                                                                                                                                                                                                                                                                                                                                                                                                                                  | C1           |
| Driver Trainer          | This position is responsible to monitor and improve the driving performance of drivers by means of in-cab monitoring and coaching, analysis of driving records and scheduling of training for drivers when required. Ensure drivers adhere to organisational safety and operating standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | C1           |
| Personal Assistant      | Performs secretarial duties and attends to routine and specific matters of a business and other general office duties (telephone calls, filing of confidential correspondence, typing, etc.) for Senior Managers. Manages calendar and independently schedules appointments. Screens incoming calls and correspondence and responds independently when possible. Arranges events or conferences by arranging for facilities and caterer, issuing information or invitations, coordinating speakers. Prepares records such as agenda, notices, minutes and resolutions for corporate meetings. Arranges travel plans and itineraries, compiles documents for travel-related meetings. Collate information and compile various reports, respond to routine requests and inform requesters accordingly on behalf of a manager. | B4           |
| H/R Clerk/Administrator | Responsible for assisting human resources staff in a wide variety of administrative duties or may be responsible for one aspect of personnel work at a higher level of complexity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | B4           |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|                               | dealing with staff queries and advising on company benefits policy e.g. pension, housing, medical aid, leave and other benefits administration. May also document manpower planning and statistics.                                                                                                                                                                                                                                                                                                                           |    |
| Contracts Administrator       | The Contracts Administrator has the same role as the Operations Administrator, it will be responsible for the administration of a specific transport contract or several contracts or a loading area in large distribution areas.                                                                                                                                                                                                                                                                                             | B4 |
| Operations Administrator      | The Operations Administrator will have similar duties to the Debrief/DC/POD Clerk, but will perform other operational administrative duties, like keeping record of vehicle information, fuel records, distances travelled and reconcile that with planned routes. Processing of information to compile reports and do invoicing, attend to driver time sheets and queries, ensure that vehicle are re-fuelled and serviced according to schedule.                                                                            | B4 |
| Fleet/Transport Administrator | Collate and maintain information about the vehicle fleet of an organisation like vehicle mileage, fuel consumption, licensing, scheduling of maintenance with Technical department or service providers, processing of invoices for maintenance by external service providers. Perform general administrative duties like filing, coping, reconciliation of information from various source documents and compiling reports. Communication with drivers to obtain and provide information.                                    | B4 |
| Administrator Customs         | Prioritise work by arranging files in order of arrival, date of vessel/aircraft and client details. Ensures Bills of Entry are correctly framed. Assists internal staff and clients with technical and tariff queries. Maintains client information and tariff rulings. Finalises all queries and procedures related to customs clearance, including correspondence queries. Requires knowledge of clearing documentation and procedures i.e. air, sea-freight, customs procedures, tariffs and the Act, import control, etc. | B4 |
| IT Administrator/Help Desk    | Responsible for the timely and effective response to IT user queries and problems through the receipt and logging of problems, and the co-ordination of appropriate responses for basic problem resolution for new and existing systems and provides basic                                                                                                                                                                                                                                                                    | B4 |

|                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
|                                                             | telephonic solutions where possible. Monitor completion of logged queries and report on outstanding calls.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |
| Assistant/Junior Controller normally is a training position | This position has similar duties, but will be responsible for a warehouse area in very large warehouses, reporting to the Operations Controller.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | B3/4 |
| Team Leader Generic, supervising B3 and lower positions     | Team Leaders will focus on supervising sub processes of a functional area, like creditors, stock in a warehouse, to allocate work, ensure adherence to policies and procedures when completing tasks or with tasks allocated to sub-ordinates. Process and validate a wide variety of documents and often perform physical checks to confirm that work has been completed or information on sources documents is correct. This position will also liaise with internal clients, and compile shift related reports.                                                                                                                                                                                                                                                                                         | B4   |
| Administrator/Clerk Grade 4                                 | Inclusive of the above, but will be able to resolve more complex queries in a services area like HR, Finance, Logistics, Operations, etc., which requires and advanced knowledge of the administrative procedures, policies and regulations of that area and a limited understanding of the forward processes in the value chain. These activities could include the collation of information from various sources to compile complex reports, using basic statistics, calculations or interpretation of information. Co-ordination of various administrative procedures in a functional area. Administrative positions at this level would normally have the responsibility for an administrative area in a specific function and could include the responsibility for the work of lower level positions. | B4   |
| Administrator/Clerk Grade 3                                 | The position could perform all the activities indicated in the previous two positions, but also perform a greater variety of administrative tasks of a more complex nature. Which could include the following: Ensure adherence to organisational procedures by internal Stakeholders, processing of information, do calculations, reconciliation of accounts/transactions, validation of source documents, capturing and extracting information from a variety of sources on more than one system or various system modules. Attend to internal and external requests or queries related to the area in which                                                                                                                                                                                             | B3   |

|                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|                                                                                                  | the administrative service is provided, this might include communication with internal and external Stakeholders. Activities could include the typing of monthly reports, presentations using a package like Microsoft Office.                                                                                                                                                                                                                                                                                                                                                                   |    |
| Administrator/Clerk Grade 2                                                                      | Similar to the above, but in addition prepare documents, by completing information and correlating a variety of documents for circulation or input onto various systems or software used by an organisation. This position will also be required to do some copy typing of documents, do basic reconciliation of information like a requisition and an invoice or the issuing receiving of goods assist with stock counts.                                                                                                                                                                       | B2 |
| Administrator/Clerk Grade 1                                                                      | Administrators at this level will perform the following administrative tasks: filing, copying, faxing, binding of various reports or other documents, answering phones, capturing information on services systems, receive and distribute mail to various parties and manual recording of information like telephone calls.                                                                                                                                                                                                                                                                      | B1 |
| Debrief/DC/POD Clerk                                                                             | Receive documents and validate POD's against manifest from Drivers or as received from other positions, sort documents, check/verify against delivery report, investigate any missing documents. Follow-up on outstanding POD's and attend to customer requests for POD's within 24 hours. Prepare documents for scanning to ensure all documents have been scanned within 24 hours of delivery. File documentation in accordance with laid down filing procedures and forward sources documents to relevant department for invoicing, in some cases these positions will also do the invoicing. | B3 |
| Financial Clerks/Administrators, includes Debtors, Creditors, General Ledger and Cashbook Clerks | Responsible for the classification and recording of information in respect of financial transactions and the maintenance of accounting records in one or more of the following areas: debtors, creditors, ledgers, cashbook, reconciliations, treasury. Posts journal or voucher entries, reconciles accounts and checks for accuracy. Verifies, sorts, posts and checks claims, bills, invoices and vouchers.                                                                                                                                                                                   | B3 |
| Payroll Clerk/Administrator                                                                      | Prepares salaries for payment from appropriate records covering absences, pay rates and allowances, less deductions, PAYE, UIF, medical aid and pension. Prepares salary                                                                                                                                                                                                                                                                                                                                                                                                                         | B3 |

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|                                                 | slips, assist with the reconciliation of payroll accounts, and maintains pay, tax, UIF, medical aid and pension fund records. Attend to queries from employees in relation to payments.                                                                                                                                                                                                                                                                                                                                                                                              |    |
| Planning Clerk/Workshop/Technical Administrator | Capture information related to completed job cards/maintenance records onto the planned maintenance system or other systems, order spares, schedule maintenance of vehicles on site and breakdowns with Workshop Supervisors or external service providers. Follow-up with drivers to confirm that repairs were done and vehicle is operating correctly. Process invoices for breakdowns or spares ordered according to procedure. Compile reports and perform general office duties like copying, faxing and filing, may also attend to queries from internal and external clients. | B3 |
| Insurance Administrator                         | Process claims from internal or external clients by completing the relevant forms, co-ordinate the replacement and repair process with relevant parties, and submits reports on completed and outstanding claims.                                                                                                                                                                                                                                                                                                                                                                    | B3 |
| Administrator Tracking                          | Responsible to monitor the movement of vehicles through a tracing system like SatTrack to ensure vehicles follow the correct routes and general vehicle status. Follow-up with driver on deviations and report according to procedure. This position might be required to perform other administrative duties in the operational area, like recording of information, updating and controlling of pallet movements, etc. Maintain vehicle movement records and compile reports according to operational requirements.                                                                | B3 |
| Warehouse Clerk/Administrator                   | Process and capture documents related to the issuing, receiving of goods in a Warehouse, assist with stock counts, filing, copying, reconciliation of information between source documents, manage pallets or other vendor provided packaging material. Print and distribute reports. Liaise within internal and external clients.                                                                                                                                                                                                                                                   | B3 |
| Storage Co-ordinators/Administrators            | Process requests for moves in/out of storage, arranging delivery, booking with operations and warehouse staff and providing quotes to clients.                                                                                                                                                                                                                                                                                                                                                                                                                                       | B2 |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Data Capturer     | Capture data on the Financial or Operational system after ensuring correctness of data. Keeps track of received data and source documents. Prepares and sorts source documents and identifies and interprets data to be entered. Contracts originators of source documents to resolve questions, inconsistencies or missing data. Makes necessary corrections to information entered. Compile, sorts and verifies accuracy of data to be entered. Keep record of work completed. Reviews error reports and enters corrections into computer. Files or routes source documents after entry. | B2 |
| Receptionist      | Receives visitors to the organisation or a work area, determining their needs and directing them accordingly. Answer general queries and directs them to the relevant personnel or department. May also perform routine typing, clerical or secretarial duties. Attend to incoming calls by answering a Switchboard and directing callers accordingly.                                                                                                                                                                                                                                     | B1 |
| Chemical Cleaners | Use specialised equipment like high pressure cleaners and chemicals to clean containers/transporting perishable goods.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | B1 |

**The information contained in this Annexure does not form part of the Collective Agreement.**



**TABLE OF APPROXIMATE CORRESPONDENCE BETWEEN VARIOUS JOB EVALUATION SYSTEMS**

| Decision Level (3)                                          | Patterson                    |                | Hay Unit Range RANGE (1)            | Peromnes (2)      | JE Manager Points                   |
|-------------------------------------------------------------|------------------------------|----------------|-------------------------------------|-------------------|-------------------------------------|
|                                                             | Classical Grades/ Broadbands | Sub-Grades     |                                     |                   |                                     |
| <i>Defined decisions</i>                                    | A                            | A1<br>A2<br>A3 | 50 – 67<br>68 – 79<br>80 – 92       | 18/19<br>17<br>16 | 4 – 8<br>12 – 17<br>21 – 25         |
| Discretionary, Operative, Sub-System or Automatic Decisions | B lower                      | B1<br>B2<br>B3 | 93 – 109<br>110 – 128<br>129 – 150  | 15<br>14<br>13    | 30 – 35<br>40 – 45<br>50 – 55       |
|                                                             |                              | B4             | 151 – 176                           | 12                | 60 – 65                             |
|                                                             |                              | B5             |                                     |                   | 70 – 75                             |
|                                                             | B upper                      |                |                                     |                   |                                     |
| Skilled, Technical and Academically Qualified Employees     | C lower                      | C1<br>C2<br>C3 | 177 – 207<br>208 – 250<br>251 – 320 | 11<br>10<br>9     | 80 – 85<br>90 – 95<br>100 – 105     |
| Junior Management, Supervisors, Foremen, Superintendent     | C upper                      | C4<br>C5       | 321 – 400                           | 8                 | 110 – 115<br>120 – 125              |
| <i>Routine, Process and System Decisions</i>                |                              |                |                                     |                   |                                     |
| Professionally Qualified and Experienced Specialists        | D lower                      | D1<br>D2<br>D3 | 401 – 485<br>486 – 585<br>586 – 720 | 7/6<br>5          | 130 – 135<br>140 – 145<br>150 – 155 |
| Middle Management                                           | D upper                      | D4<br>D5       | 721 – 850                           |                   | 160 – 165<br>170 – 175              |
| <i>Interpretive or Probabilistic Decisions</i>              |                              |                |                                     |                   |                                     |
| Senior Management                                           | E lower                      | E1             | 851 – 1150                          | 4                 | 180 – 195                           |
| Heads of Major Functions                                    |                              |                | 1151 – 1350                         | 3                 |                                     |
| <i>Programming Decisions</i>                                | E upper                      | E2             | 1351 – 2050                         | 2                 | 200 - 225                           |
| Top Management                                              | F                            | F1             | 2051 – 2200                         | 1                 | 230 – 245                           |
| Board Level                                                 |                              |                |                                     | 1+                |                                     |
| <i>Policy Making Decisions</i>                              |                              | F2             | 2201 – 2350                         | 1++               | 250 – 275                           |

**Note:**

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| 1 A typical Hay application<br>2 Grades normally run from 18 at the lowest end of the job hierarchy in the case of Peromnes and from 1 in the case of Castellion<br>3 Italics denotes Patterson definitions |
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