

12 April 2012

**Circular to the Industry**

**Re: Extended Bargaining Unit**

During the wage negotiations of 2011 the parties' *inter-alia* agreed that PE Corporate Services (Pty) Ltd. be appointed to:

- ensure that short descriptions of each job category exists;
- ensure that job grading and classification of identified jobs in terms of the Patterson grading system is done; and
- determine the existing minimum wage ranges of the identified jobs in the Industry in terms of current wages / salaries.

PE Corporate Services (Pty) Ltd has completed the first two steps of the processes and is now in the process of collecting remuneration information to determine the existing wage ranges for the jobs in the extended bargaining unit. The purpose of this circular is to request employers and employees engaged in the Industry to assist Council in providing the remuneration information as per the attached document.

This document contains the following information:

- Instructions sheet
- Short Job descriptions
- Remuneration data input sheet

In order to provide feedback according to the agreed timelines of the Council's task team, you are kindly requested to provide the requested information and **to return the data to Mr Maarten du Plessis of PE-Corporate Services at [pecsphal@global.co.za](mailto:pecsphal@global.co.za) (full contact details on the instructions sheet) by close of business on 11 May 2012.**

Yours Sincerely



Joe Letswalo  
National Secretary