



## CET STANDARDISATION FREQUENTLY ASKED QUESTIONS

NO.	QUESTION	ANSWER
1.	What is the CET standardization of pay & benefits?	Standardisation is about ensuring that all CET academic staff be given access to public service benefits and in order to do that staff had to be placed on an appropriate OSD notch which is the closest nearest notch to their current base salary. Base salary is salary minus the 37% cash in lieu of benefits (where applicable)
2.	Why the CET standardization of pay & benefits?	Standardisation of staff pay and benefits was necessary as different colleges had different pay regimes and benefits were applied inconsistently among colleges. Through Standardisation, salaries could be aligned to the OSD salary scales for all employees and public service benefits allocated to all staff.
3.	After my benefits have been standardized and I have queries who do I contact?	All queries regarding standardisation of CET pay and benefits should be directed to the college management who in turn will escalate to Head Office should there be a need.
4.	How long should it take for my query to be resolved?	All queries regarding Standardisation of pay and benefits should be resolved or responded to within 7 working days.
5.	How long will it take for me to get my updated payslip after the standardization of my benefits?	You should be able to receive an updated payslip the same/next month after standardisation has been implemented in your college. Please request from college management.
6.	Will the employees' pay date change or remain the same after they have been standardised	Employees will retain their current pay dates until standardisation to effect benefits has been implemented for their individual Colleges.  HRMA will communicate to each College if a change in pay date may be required via the Persal system.
7.	Do Centre Managers get paid on different notches within the CET sector?	Yes. Currently standardisation is about ensuring access to public service benefits but in order to do this, staff had to be placed on an appropriate OSD notch which is the closest nearest notch / salary level to their current base salary. Base salary is the salary excluding 37% cash in lieu of benefits. Since staff are currently on different base salaries nationally it is likely that the OSD match will be different nationally with all staff having access to public service benefits.
8.	Does standardisation apply to both Lecturers and Centre Managers?	Yes
9.	From what period will the employees be allowed to change the date they receive their 13 <sup>th</sup> cheque?	13 <sup>th</sup> cheque will be paid annually by default on the employee's birthday month until standardisation in all colleges have been implemented. Thereafter, HRMA will communicate with colleges on the process to amend this date if possible to year end. In order for the month of the



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		employee's 13 <sup>th</sup> cheque to be changed to year end, employees will be required to complete and sign a form nominating their preferred month.
10.	Since implementation is staggered over a period of months, will the service benefits for employees from Colleges that will not be implemented in May be back dated to May?	Implementation of benefits will be effected in the month that the standardisation is implemented for each College, and benefits will not be backdated, as staff will continue receiving pay as per date of transfer to DHET.
11.	Acting CM are they going to act until the standardisation has been finalised and whether they will be getting an acting allowance?	Before any payment for acting allowance is made, the approval of the acting posts is required, and in order for there to be approval colleges are required to ensure submission of all the associated documentation related to the placement of the acting CM.
12.	Is it correct to say that all employees will now be working 5 days per week and those who were working 2 hours per day will now be working 3 hour per day?	Yes, that is correct but 5 days per week at this stage will be subject to infrastructure and operational needs at college level and whether or not it allows for additional days' work. The stipulated changes in hours of work is to ensure that staff understand going forward what hours of work are related to their respective OSD related notches.
13.	What REQV was used on examples provided in the Circular?	<p>Some examples relate to below REQV 13 qualifications and some related to REQV13 and above qualifications.</p> <p>It must be noted that there are cases nationally where staff transferred to DHET in 2015 on salaries not related to their relevant REQV levels. As such and due to budget constraints, in those cases REQV was considered in matching staff to the closest nearest OSD salary notch. There are however instances where staff were already being paid on the correct REQV level so those cases staff were correctly matched to their qualification levels.</p>
14.	Will the closest notch principle be revisited after the standardisation has been finalised?	<p>Dependent on availability of budget, this may be revisited at a later stage only for those employees who were <b>not</b> already being paid on the correct REQV.</p> <p>It needs to be noted that this process was not to increase employees' salaries but to align salaries to the closest OSD notch and add benefits to those salaries.</p>



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15.	How will we deal with possible financial claims that might come from employees who may feel that they have been disadvantaged when their salaries are rectified against their correct REQV levels at the later stage?	Employees who improve their qualifications will apply for such through the normal improvement of qualification (REQV) processes.
16.	Will the current submitted REQV be uploaded after the Standardisation process?	The normal process for improvement of qualifications still needs to be followed. An implementation plan has been developed and are reviewed as we move on. Circular 29 of 2021 is the latest update and plan of action regarding this matter.
17.	Will the outstanding Acting Allowances be paid after the Standardisation processes?	Acting allowance payments are done on condition the relevant complete documents and calculations are submitted and approval obtained from the relevant delegated authority. Colleges can interact with HRMA for further guidance.
18.	Why is my insurance policies no longer reflected on my payslip?	With the movement to standardisation, the insurance policies may not have been re-instated automatically. Employees are to contact the respective insurance companies regarding reinstatement
19.	Will the deductions related to debt recovery continue?	Debt recovery deductions for those employees who had such as in March 2021 will be re-instated from July 2021.
20.	What will happen to Union subscriptions that were not taken during standardisation?	This should be processed by the respective union directly via National Treasury and is currently being looked at for resolution.
21.	Will I be allowed to continue with my 37% instead of benefits?	No, according to the policy and directives within the Education sector, employees are only allowed to get 37% for the first six months of their employment and CET employees being on the 37% was an anomaly that had to be corrected.
22.	Why was implementation processed without the signed collective agreement?	Standardisation implementation was not dependent on the signing of the collective agreement, but rather on the Ministerial approval. The Collective agreement is required by National Treasury as a policy of implementation for Persal processing of benefits for the CET Staff. Without this agreement benefits could not be processed via the Persal system for CET academic staff.
23.	Which other deductions can be expected from employee's salaries?	There are certain fixed deductions that the Department do not have control over that are implemented programmatically. These deductions are:



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		<ul style="list-style-type: none"><li>• SACE</li><li>• PSCBC</li><li>• ELRC</li><li>• PSCBC (Agency)</li><li>• TAX</li></ul> <p>In addition, employees should expect to have 7.5% GEPF contributions deducted from salaries and if they have applied for medical aid any subscriptions related to this should also be taken into account.</p>
24.	What do I do with my current Retirement Annuity now that GEPF is implemented?	Employees can arrange to have their retirement annuity to be transferred to GEPF so that they can buy back pension years using existing Retirement Annuities (RA). Alternatively, employees can freeze existing Retirement annuity and start paying GEPF and still be able to access their frozen RA on retirement.
25.	How am I expected to pay my debts now that the 37% has been deducted from my salary.	Staff need to ensure that they meet with financial institutions and advisors to reorganise finances in line with adjusted pay. Some of these debts like bonds or medical aid is subsidised by the applied benefits and staff should ensure they apply for these benefits so that they can access what is available. Notice of the reduction of 37% was provided and was discussed in various circulars since 2018 in order to ensure staff had sufficient time to plan for this.