

SOUTH AFRICAN LOCAL GOVERNMENT BARGAINING COUNCIL

HEAD OFFICE

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22 April 2008

To: Municipal Managers
Human Resources Directorate

And To:

SALGA	Mr. X George	(012) 369-8001
	Adv. M Yawa	(012) 369-8055
SAMWU	Mr. J Nhlapo	(011) 333-2000
IMATU	Mr. J Koen	(012) 460-8427

And To The Regional Secretaries:

Gauteng Division	Mrs. C Manda (Acting)	(011) 333-8091
Eastern Cape Division	Mrs. S Walter	(041) 585-0646
KwaZulu-Natal Division	Mr. A Singh	(031) 267-0930
Western Cape Division	Mrs. C Theron (Acting)	(021) 930-9244
Northern Cape/Free State Division	Mr. M Faas	(053) 831-3608
North West/Mpumalanga/Limpopo Division	Mr. E Shelembe	(012) 320-4136

Dear Sir / Madam

CIRCULAR NO: 06/2008 SUPPLY OF MUNICIPAL DATA TO THE SALGBC

Our previous Circulars No. 4/2007: Main Collective Agreement dated 22 June 2007 and Circular No. 9/2007: Supply of Municipal Data to the SALGBC refers.

Many municipalities still have not complied with the submission of the data (wage and wage related information) for the month of December 2007. This was again discussed at the recent Executive Committee meeting held on 10 April 2008 of the SALGBC, whereat it was resolved that:

- 6.5.2.1 *The Regional Secretaries of the SALGBC will assist the National Office to gather the data bank information.*
- 6.5.2.2 *If the intervention by the Regional Secretaries has failed by 30 June 2008, the SALGBC must proceed with the issuing of compliance orders against any municipality which fails to submit the December 2007 or April 2008 data."*

Your municipality is kindly directed to comply with Section 1 of Part D of the Main Collective Agreement. Municipalities are advised that a fine of R100,00 per employee could be imposed if a party to the council breaches any collective agreement. Repeated breaches will result in a increased fine of R200,00 for a second breach and R300,00 for a third breach.

/2.

The information, as stipulated in Annexure D of the Main Collective Agreement (Schedule A and Schedule B) must be supplied in an electronic format or an Excel spreadsheet format, which *pro forma* is downloadable from the SALGBC website.

Kindly supply all outstanding data (December 2007) and April 2008 information by 31 May 2008 to e-mail: labour@salgbc.org.za.

Contact Person: Mrs. Dina Mc Murray

Contact No.: (031) 267-2227

Fax No.: (031) 267-0929

Kindly ignore the circular if your municipality has submitted the December 2007 and April 2008 data to the SALGBC.

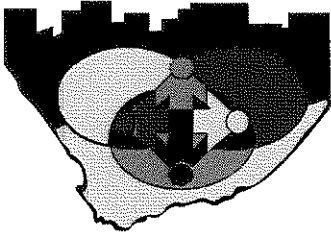
The Main Collective Agreement is available on the SALGBC website.

Yours faithfully



Mr. S S Govender
GENERAL SECRETARY

Encl.



SOUTH AFRICAN LOCAL GOVERNMENT BARGAINING COUNCIL (SALGBC)

DATA BANK PROJECT

1. What is the SALGBC Data Bank Project all about?

It is a central data base, hosted and administered by the SALGBC that should contain salary information about all local government employees nationally (Labour Relations Database). This information was meant to assist SALGA, SAMWU and IMATU in the collective bargaining process in matters such as wage negotiations, a wage curve for the TASK Job Evaluation system etc.

The parties to the SALGBC, (SALGA, IMATU and SAMWU) signed the Main Collective Agreement on 18 June 2007 (Section 1 of Part D), whereby it compels all municipalities to furnish the SALGBC with an extraction of certain data fields of their payroll, which must be supplied to the SALGBC in an **electronic format**. These extractions must be submitted three times a year as follows:-

1. Data for the month of December to be submitted by not later than 31st January.
2. Data for the month of April to be submitted by not later than 31st May.
3. Data for the month of August to be submitted by not later than 31st September.

2. How is this extraction done?

The SALGBC contracted the following payroll vendors in 2001, to write extraction programmes for the municipalities to extract the necessary fields directly out of the municipalities' payroll or IT systems:

PAYROLL VENDOR	SOFTWARE PROGRAM
Payday Software Systems CC	Payday
Ikwezi Information Technologies	Samras DB4
Unitech Computer Services (Pty) Ltd	Finstel
Deloitte & Touche	Munpak/Munsoft
VIP Personnel & Payroll Systems	VIP
B&B Software	TurboMUNEX
R-data (Pty) Ltd	Promun
J.H. Daneel	Newcastle
Paywell (Pty) Ltd	Paywell

The various consultants from these payroll vendors communicated directly with the municipalities and installed the software upgrade and to training the Municipal Administrators in how the extractions are to be done.

The municipalities not using one of the above payroll vendors are to provide the data in an Excel Spreadsheet format. A *pro forma* of these spreadsheets is attached.

3. Where the data files should be sent?

All file submissions must be sent to a special e-mail address: labour@salgbc.org.za

SALGBC Head Office
Contact Person: Mrs Dina Mc Murray
Designation: National Administrator/IT Support
Contact No.: (031) 267-2227
Fax No.: (031) 267-0929

IMPORTANT NOTES:

1. Identification of Data

Municipalities are urged to please clearly indicate the municipality's name or municipal code as well as indicate for which month the data is for, in the e-mails, as a lot of municipalities are submitting various outstanding months' data together.

2. File Names

Special Circumstances:

1. Some of the bigger municipalities' Schedule A file is too big to be e-mailed, so the extraction program will split this file in to two files. That will make it a total of three files to be submitted. (eg. Scheduled A x 2 and Schedule B x 1 = 3 files).
2. Some of these payroll software programs allow the municipality to divide their payrolls into various amounts of "companies". The software will then extract a set of 3 (three) files per "company" created in the payroll. All these files must be submitted to the SALGBC, including the Section 57 employees.

The SALGBC has overcome these obstacles by implementing the following naming convention:

- Make use of the municipal code to identify the municipality eg. Stellenbosch Municipality (WC024);
- If multiple "companies" are used in the municipality's payroll, a prefix is used to indicate which of the companies the data is for, eg. F1 or F2 etc. If only one company is present in the municipality's payroll, this prefix will fall away.
- First three digits of the month for which the data is for, eg. "Dec" for "December".
- If the Schedule A is divided into two files, this is indicated as "A1" or "A2".
- Three different file formats can be used eg. ".txt"; ".dat"; or ".csv". Consult your IT specialist for assistance with this.

EG.: "WC024_F2_Dec_A2.txt"

SCHEDULE A

DATA SPECIFICATION FOR EXTRACTION OF SALARY INFORMATION

The following is a data specification for the extraction of digital information for the labour relations database for the SALGBC.

Item No	FieldName	Data Type	Field Size	Format	Description
1	LGCode	String	20	XXXXXXXXXXXXXXXXXXXX	The code of the municipality employing the employee (assigned by Municipal Demarcation Board)
2	EmployeeNumber	String	10	XXXXXXXXXX	Payroll reference number of employee.
3	IDNumber	String	13	XXXXXXXXXXXX	Employees ID number
4	Date_Birth	Date	10	DD/MM/YYYY	Date of Birth
5	PopGrp	String	1	X	Population group of employee where : A = African C = Coloured I = Indian W = White O = Other
6	MaritalStatus	String	1	X	Marital Status of employee where : M = Married S = Single D = Divorced X = Unknown W = Widow/Widower
7	Gender	String	1	X	Gender of employee where : F = Female M = Male X = Unknown
8	Dependants	Number	2	99	Number of dependants of employee
9	Date_Entry_Service	Date/Time	10	DD/MM/YYYY	Date of entry of employee into municipal service
10	Condition_of_Service	String	30	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX	Applicable condition of service for the employee.
11	Division	String	30	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX	The primary division in which the employee works. Eg. Water, Electricity, Corporate Services, Fire, Traffic etc
12	Current_Department	String	30	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX	The department within a division that employs the individual. Eg. Information Technology, Human Resources, Public Relations, Valuations etc.
13	Designation	String	30	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX	The position/job title of the employee, eg. Manager, Clerk, Cashier, Fire Chief etc.
14	Position_Level	String	5	XXXXX	Position Level/ Grade of the employee.
15	TradeUnionName	String	30	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX	Name of Trade Union that employee belongs to (see Attached List)
16	Employee_Status	String	1	X	Status of the employee where : P = Permanent T = Temporary C = Contractor U = Unknown
17	Work_Time	String	1	X	Daily work time of employee where : P = Part day F = Full day U=Unknown
18	Pay_Frequency	String	1	X	Frequency of payment o employee where : M = Monthly W = Weekly F = Fortnightly U = Unknown
19	Weekly_working_hours	Number	5	99.99	Total working hours of employee per week. Format hours and decimals of hours, e.g. 38.70.
20	Leave_Day_Type	String	1	X	Specifies how annual and sick leave days are interpreted. Where C = Calendar days 5 = Working days (iro a 5 day work week) 6 = Working days (iro a 6 day work week)
21	Annual_Leave	Number	2	99	Number of leave days per year that the employee is entitled to per annum.
22	Accumulated_Days	Number	6	999.99	The number of leave days accumulated leave to date.

Item No	FieldName	Data Type	Field Size	Format	Description
23	Pension_Fund_Name	String	6	XXXXXX	Name of the Pension, Provident or Retirement Fund to which the member belongs (see Attached List)
24	Med_Aid_Name	String	30	XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXX	Name of the medical aid to which the employee belongs.
25	Med_Aid_Option	String	30	XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXX	Medical Aid Option to which the member belongs.
26	Annual_Base_Pay	Number	6	999999	Annualised base pay of employee.
27	Annual_Pensionable_Pay	Number	6	999999	Annualised pensionable emolument/pay.
28	Annual_Bonus	Number	5	99999	Annual bonus payable to the employee
29	TradeUnionContribution	Number	6	999.99	Contribution deducted from monthly pay and paid to the union
30	Pen_Employer_Contribution	Number	7	9999.99	Employer contribution to the Pension, Provident or Retirement Fund to which the employee belongs
31	Pen_Employee_Contribution	Number	7	9999.99	Employee contribution to the Pension, Provident or Retirement Fund to which the employee belongs
32	Life_Employer_Contribution	Number	7	9999.99	Employer contribution to a Separate Group Life Assurance arrangement (i.e. not part of the Retirement Fund)
33	Life_Employee_Contribution	Number	7	9999.99	Employee contribution to a Separate Group Life Assurance arrangement (i.e. not part of the Retirement Fund)
34	MedAid_Employer_Contrib	Number	7	9999.99	Total employer contributions to medical aid (including any contributions towards free medical aid).
35	MedAid_Employee_Contrib	Number	7	9999.99	Employee contribution to medical aid (excluding free medical aid contribution).
36	Executive_Car_Scheme	Number	8	99999.99	Car allowance for those who have "executive cars". They receive permanent allowances and are expected to use their car for business purposes
37	Housing_Subsidy_Allowance	Number	7	9999.99	Monthly housing subsidy or allowance paid by the employer
38	Acting_Allowance	Number	7	9999.99	Acting allowance paid in the last month
39	Shift_Allowance	Number	7	9999.99	Regular shift allowance paid in the last month.
40	Stand_by_Allowance	Number	7	9999.99	Regular stand-by allowance paid in the last month.
41	Overtime	Number	7	9999.99	Amount paid last month as overtime
42	Fire_Allowance	Number	7	9999.99	Fire & Rescue Services monthly operational allowance (iro operational or non-operational, see FRONo).
43	Other_Allowances	Number	7	9999.99	Any other allowances paid to the employee in the last month.
44	FRONo	String	1	X	O = Operational Fire & Rescue Services N = Non-operational Fire & Rescue Services blank = n/a.

SCHEDULE B

DATA SPECIFICATION FOR UNION/LEVY INFORMATION

Item No	FieldName	Data Type	Field Size	Format	Description
1	LGCode	String	20	XXXXXXXXXXXXXXXXXXXX	The code of the municipality employing the employee (assigned by Municipal Demarcation Board)
2	EmployeeNumber	String	10	XXXXXXXXXX	Payroll reference number of employee.
3	IDNumber	String	13	XXXXXXXXXXXX	Employees ID number
4	EmployeeName	String	30	XXXXXXXXXXXXXXXXXXXX XXXXXXXX	Name of Employee
5	SAMWUContribution	Number	6	999.99	Contribution deducted from monthly pay and paid to SAMWU
6	IMATUContribution	Number	6	999.99	Contribution deducted from monthly pay and paid to IMATU
7	OTHERContribution	Number	6	999.99	Contribution deducted from monthly pay and paid to OTHER unions
8	SALGBCLevy	Number	6	999.99	Contribution for SALGBC Levies
9	AgencyFees	Number	6	999.99	Contribution for Agency fees to SALGBC