



FOR SERVICE WORKER EMPOWERMENT

EXPLANATION OF PERSONAL NOTCHES NOT QUALIFYING FOR ANNUAL COST OF LIVING ALLOWANCE (ANNUAL SALARY ADJUSTMENT)

- 1.) Numerous enquiries have been received from members (via Provincial Offices) on personal notches being excluded from the Annual Cost of Living salary adjustment (COLA) as per PSCBC Resolution 5 of 2009 and DPSA Circular 3 of 2009.
- 2.) In order to assist Provincial Offices to deal with these cases the following explanation is given.
 - A personal notch occurs when an employee is on a notch higher than the maximum notch provided for in the key scale of the post level occupied by the employee. In such a scenario the relevant employee will not qualify for the cost of living adjustment (COLA). Example: An employee on salary 8 on 30 June 2009 found himself/herself on notch R174243 which is one notch above the maximum of the key scale of level 8 being R171885. Such an employee will not qualify for COLA.
 - A situation could however exist where the key scale of a specific salary level /grade (in OSD) does provide for a personal notch. In these cases the employee will qualify for COLA. Example: Salary level 9 provides for a 13th notch as personal and the incumbent on such a notch will receive COLA.
 - In the various OSD translation keys the above scenarios could form part of the translation from 30 June 2009 notches to 01 July 2009 OSD notches and the same principle would then apply.
- 3.) I trust that this clarifies the situation but would also suggest that such queries be addressed with Departmental HR Offices.

Hans Murray

Researcher: Collective Bargaining