

COMMUNITY SERVICE : APPOINTMENT AS A PHARMACIST

Full details of the post and institution to which you are appointed will be included in the letter posted to you.

Hereunder are further details of your conditions of service applicable to your appointment.

PENSION FUND:

Membership of the Government Employees Pension Fund (GEPF) is compulsory. You will contribute at the rate of 7.5% of your basic monthly salary.

HOME OWNERS ALLOWANCE

An allowance is payable under certain circumstances

SERVICE BONUS

A service bonus equal to 100 % of the gross monthly salary, is payable during the month in which your birthday occurs. Should your birthday not coincide with the last month of your contract, you will qualify for a pro-rata service bonus on completion of your contract, if you are not continuing service with this Department after Community Service.

SUBMISSION OF DOCUMENTS

Your employment is subject to submission of the following documents marked 'X'

- ✘ Certified copy of Identity Document
- ✘ Certified copy of Marriage / Divorce / Death Certificate
- ✘ Certified copy of Highest Educational Quals
- ✘ IRP 2 form with personal particulars
- ✘ Banking Account Advice (Z56)

LEAVE

The granting of vacation leave is subject to the prior approval of your Medical Superintendent. Applications for leave must be in writing on the approved form.

- **Vacation Leave:**

Vacation Leave accrues at the rate of 22 days per annum. This leave must be utilized before the expiry of your contract.

- **Sick Leave:**

Sick Leave is available to a maximum of 12 days on full pay per annum. Sick leave is not accumulative.

A Medical Certificate must be provided if 3 or more days sick leave is taken or if the Medical Superintendent requests one for a lesser period.

- **Special Leave:**

Special Leave, with full pay, may be granted to you for special purposes, for example, military service, examination purposes, confinement and for provincial and international sport.

Special Leave for confinement purposes may be granted for a total period of 4 consecutive calendar months per confinement.

- **Family Responsibility Leave :**

You are entitled to three (3) working days leave per year if your spouse/life partner gives birth to a child or if your child is ill.

Five (5) working days leave may be granted if your spouse/ life partner, child, parent or sibling dies.

The overall leave for both incidents above may not exceed five (5) working days per year. Reasonable proof may be required.

INJURY ON DUTY (COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES)

The Compensation for Occupational Injuries and Diseases Act, 1993, will apply to you should you be injured as a result of an accident or should you contract a disease arising out of and in the course of your employment. All injuries on duty must be reported to the Medical Superintendent immediately.

- **Special Sick Leave:**

Special sick leave with full pay may be granted to you for the full period you could be incapacitated owing to an injury on duty provided that liability is accepted by the Workmen's Compensation Commissioner for the injury on duty.

MEDICAL AID

Membership of a Medical Aid Scheme is voluntary. The onus rests with you to liaise directly with the medical aid scheme of your choice, obtain the necessary application forms and submit the completed form directly to the scheme. Your subscription to the scheme will be subsidized by 2/3 rds subject to certain limitations.

UNION MEMBERSHIP

Membership of a union is voluntary. However those who do not belong to a union that signed the agency shop agreement have a fee deducted from their salaries that is 1% of their basic monthly salaries limited to R60, 00 per month.

LEVY

A compulsory deduction of 50 cents is made every month from your salary in respect of the levy that was agreed to in the Public Service Coordinating Bargaining Council.

ACCOMMODATION AND TRANSPORT

Should you be required to perform duties away from your headquarters, you may claim a subsistence and travel allowance, in accordance with the laid down rates and the provisions of the collective agreement, or be supplied with transport and accommodation which is paid for by the employer.

RESETTLEMENT EXPENDITURE

Transport at government expense for yourself, your household and personal effects to the place where you assume duty, is available subject to certain conditions. Should you, however, resign or your services be terminated as a result of unsatisfactory service, prior to the expiry of twelve calendar months of the date of your assumption

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of duty, you shall refund the expenses incurred in respect of the transportation of yourself, your household and personal effects. Should you wish to have your household and personal effects transported at Government expense, you must complete an undertaking. You must personally obtain three quotes, which must include insurance, packaging and VAT, and submit them to the Administration for approval, together with an inventory of the personal effects to be transported. The submission of the quotes is your personal responsibility and must not be left to the transport contractors. The final arrangements with the contractor must be made only after receipt of the Department's approval. Further details are obtainable from the Administration. If during the period of your Community Service you are transferred from one institution to another institution at the request of the Administration, necessary expenses associated with such transfer will be re-imbursed, subject to certain conditions.

FURTHER STUDIES

No permission will be granted to pursue further studies, which require you to spend time away from your community service post, during working hours. This does not preclude the taking of short courses of a few days duration, providing vacation leave is granted and authorized for the time away.

GRIEVANCE PROCEDURE

Should you be dissatisfied with an official action or omission thereof, you may raise the matter with your Medical Superintendent. It is the Medical Superintendent's responsibility to attempt to determine the cause of the dissatisfaction or discontent and if possible deal with it accordingly.

If your complaint concerns a matter that cannot be dealt with by the Medical Superintendent, you may make representations about the matter to the Human Resources Office or another competent senior officer specifically designated by the Head of Department to deal with complaints and grievances.

It should be noted that in all cases of dissatisfaction and grievance the provisions of the collective agreement must be strictly complied with. Should you wish to consult this agreement please contact your Human Resources Office.

DISCIPLINE

You will be subject to the disciplinary procedures and rules applied by this Department and as contained in PSCBC Resolution 2 of 1999. You are obliged to comply with the provisions of the Code of Conduct. Non-compliance will result in a misconduct case being instituted against you.

DEPARTMENTAL POLICIES AND PROCEDURES

Other than the conditions of service detailed in this document, you will be subject to those policies and procedures laid down by the Department as amended from time to time.

A copy of the Department's policies and procedures may be viewed during office hours on request from your immediate supervisor. .

The Administration is not obliged to employ you after completion of your period of Community Service. You may apply for vacant positions that exist at that time. If you have been awarded a bursary for medical studies by an Administration, you must negotiate with the relevant Administration for an appointment in good time.

I wish you a happy and fruitful period of Community Service.

Yours faithfully

for **SECRETARY : DEPARTMENT OF HEALTH**
KWAZULU - NATAL