

**Table 3.2 - Employment and vacancies per salary band: 31 March 2003**

Salary Band	Number of posts*	Number of posts filled*	Vacancy rate*	Number of posts filled in addition to the establishment*
Low skilled (Levels 1-2)	8 242	8 242	0	0
Skilled (Levels 3-5)	28 084	28 084	0	0
Highly skilled production (Levels 6-8)	89 711	89 711	0	0
Highly skilled supervision (Levels 9-12)	4 967	4 967	51	0
Senior management (Levels 13-16)	556	530	32	6
<b>Total</b>	<b>131 560</b>	<b>131 483</b>	<b>83</b>	<b>6</b>

**Table 3.3 - Employment and vacancies per critical occupation: 31 March 2003**

Salary band	Number of posts*	Number of posts filled*	Vacancy rate*	Number of posts filled in addition to the establishment*
SAPS personnel	131 560	131 483	83	6
<b>Total</b>	<b>131 560</b>	<b>131 483</b>	<b>83</b>	<b>6</b>

\* Note: The vacancy rate and the number of posts filled in addition to the establishment were determined in terms of Resolution 7 of 2002. The total number of posts, namely 131 560, was determined on the basis of the Medium Term Expenditure Framework (MTEF) for the 2002/2003 financial year. The number of posts filled was determined by means of PERSAP function #5.3.53. The number of posts filled, namely 131 483, plus the vacancy rate, namely 83, minus the posts filled in addition to the establishment, namely, equals the number of posts, namely 131 560.

#### 4 - Job evaluation

The Public Service Regulations, 1999 introduced job evaluation as a way of ensuring that work of equal value is remunerated equally. In terms of the Regulations, all vacancies from salary level nine and up must be evaluated before they are filled. In addition to this, all posts of the Senior Management Service (SMS) had to be evaluated before 31 December 2002 in terms of a decision by the Minister of Public Service and Administration.

The following table (Table 4.1) gives a synopsis of the number of posts that was evaluated in the year under review. The table also provides statistics on the number of posts that was upgraded or downgraded.

**Table 4.1 - Job evaluation: 1 April 2002 to 31 March 2003**

Salary band	Number of posts	Number of posts evaluated	Percentage of posts evaluated per salary band	Posts upgraded		Posts downgraded	
				Number	Percentage of posts evaluated	Number	Percentage of posts evaluated
Low skilled (Levels 1-2)	8 227	0	0	0	0	0	0
Skilled (Levels 3-5)	28 084	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	89 712	16	0,02	0	0	0	0
Highly skilled supervision (Levels 9-12)	4 967	462	9,30	0	0	3	1
SMS Band A	418	12	2,87	0	0	1	8
SMS Band B	114	7	6,14	0	0	0	0
SMS Band C	29	6	20,69	0	0	0	0
SMS Band D	1	0	0	0	0	0	0
<b>Total</b>	<b>131 552</b>	<b>503</b>	<b>39,02</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>9</b>

**Table 4.2 - Profile of employees whose salary positions were upgraded after their posts had been upgraded: 1 April 2002 to 31 March 2003**

Beneficiaries	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	0	0	0	0	0
Total	0	0	0	0	0
Employees with disabilities	0	0	0	0	0

**Table 4.3 - Employees whose salary levels exceeded the grade determined by job evaluations: 1 April 2002 to 31 March 2003 (in terms of PSR 1.V.C.3)**

Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
Total number of employees whose salaries exceeded the level determined by job evaluations in 2002/2003				0
Percentage of total employment				0

**Table 4.4 - Profile of employees whose salary level exceeded the grade determined by job evaluations: 1 April 2002 to 31 March 2003 (in terms of PSR 1.V.C.3)**

Beneficiaries	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	0	0	0	0	0
Total	0	0	0	0	0

Tables 4.2, 4.3 and 4.4 reflect nil returns.

### 5 - Employment changes

The following tables provide information on changes in employment over the financial year. Turnover rates give an indication of trends in the employment profile of the Department. Table 5.1 indicates the turnover rates per salary band, and Table 5.2 reflects the turnover rates per critical occupation.

**Table 5.1 - Annual turnover rates per salary band: 1 April 2002 to 31 March 2003**

Salary band	Number of employees per salary band as on 1 April 2002	Appointments and transfers into the Department	Service terminations and transfers out of the Department	Turnover rate(%)
Low skilled (Levels 1-2)	7 859	1 219	254	3,23
Skilled (Levels 3-5)	17 270	13 217	929	5,38
Highly skilled production (Levels 6-8)	90 062	20	2 938	3,26
Highly skilled supervision (Levels 9-12)	4 783	105	208	4,35
SMS Band A	441	18	23	5,22
SMS Band B	109	9	8	7,34
SMS Band C	24	6	2	8,3
SMS Band D	1	0	0	0
<b>Total</b>	<b>120 549</b>	<b>14 594</b>	<b>3 962</b>	<b>3,29</b>

Table 5.2 - Annual turnover rates per critical occupation: 1 April 2002 to 31 March 2003

Occupation	Number of employees per critical occupation as on 1 April 2002	Appointments and transfers into the Department	Service terminations and transfers out of the Department	Turnover rate
Functional personnel SAPS	99 293	7 261	3414	3,44

Table 5.3 - Reasons why personnel are leaving the Department

Type of service termination	Number	Percentage of total
Death	820	0,62
Resignation	1999	1,18
Dismissal - operational changes	1	0,001
Dismissal - misconduct	156	0,118
Dismissal - inefficiency	0	0
Discharge due to ill health	1162	0,883
Retirement	271	0,205
Other (including transfers to other departments)	250	0,19
<b>Total</b>	<b>4 215</b>	<b>3,203</b>
Total number of employees who left as a percentage of the total number of employees		0,003

Table 5.4 - Promotions per critical occupation

Critical occupation	Number of employees as on 1 Apr 2002	Number of promotions to another salary level	Salary level promotions as a percentage of employees per critical occupation	Progressions to another notch in a salary level	Notch progressions as a percentage of employees per critical occupation
*	120 549	8 497	7,05	0	0

\* Existing reports on the PERSAP system do not provide information per occupational class or salary band.

Table 5.5 - Promotions per salary band

Critical occupation	Number of employees as on 1 Apr 2002	Number of promotions to another salary level	Salary level promotions as a percentage of employees per critical occupation	Progressions to another notch in a salary level	Notch progressions as a percentage of employees per critical occupation
*	120 549	8 497	7,05	0	0

\* Existing reports on the PERSAP system do not provide information per occupational class or salary band.

*6 - Employment equity*

The following tables are based on the formats laid down by the Employment Equity Act, 1998 (Act No 55 of 1998).

**Table 6.1 - Total number of employees (including employees with disabilities) in each of the following occupational categories as on 31 March 2003**

Occupational category (SASCO)	MALE				FEMALE				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	129	18	23	184	14	2	4	27	401
Professionals	1 133	225	148	1 341	752	192	107	1 365	5 263
Technicians and associate professionals	448	56	54	460	237	54	29	514	1 852
Clerks	2 895	600	230	724	6 736	1 990	689	6 872	20 736
Service and sales workers	55 012	7 679	3 030	17 671	7 067	1 562	493	4 005	96 519
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0
Crafts and related trades workers	159	32	31	250	6	0	0	14	492
Plant and machine operators and assemblers	33	3	0	3	0	0	0	0	39
Elementary occupations	3 474	582	24	72	1 769	323	2	21	6 267
<b>Total</b>	<b>63 283</b>	<b>9 195</b>	<b>3 540</b>	<b>20 705</b>	<b>16 581</b>	<b>4 123</b>	<b>1 324</b>	<b>12 818</b>	<b>131 569</b>
<b>Employees with disabilities</b>	151	19	7	172	6	4	3	57	419

**Table 6.2 - Total number of employees (including employees with disabilities) in each of the following occupational bands as on 31 March 2003**

Occupational band	MALE				FEMALE				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	65	8	8	48	8	1	1	7	146
Senior Management	140	26	29	172	15	3	5	28	418
Professionally qualified and experienced specialists and middle management	481	81	126	1 440	84	12	23	301	2 548
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	4 216	843	645	3 813	1 086	224	168	1 687	12 682
Semi-skilled and discretionary decision making	47 593	5 926	2 424	14 050	6 135	1 428	726	9 254	87 896
Unskilled and defined decision making	10 428	2 311	308	1 182	9 253	2 455	401	1 541	27 879
<b>Total</b>	<b>63 283</b>	<b>9 195</b>	<b>3 540</b>	<b>20 705</b>	<b>16 581</b>	<b>4 123</b>	<b>1 324</b>	<b>12 818</b>	<b>131 569</b>

**Table 6.3 - Recruitment: 1 April 2002 to 31 March 2003**

Occupational band	MALE				FEMALE				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	3	1			1		1		6
Senior Management	15	2	1	4	4			1	27
Professionally qualified and experienced specialists and middle management	54	5	6	11	20	2	4	3	105
Skilled technical and academically qualified workers, junior management, supervisors and foremen	7				3	2	1	7	20
Semi-skilled and discretionary decision making	4 750	1 378	136	796	4 288	1 014	182	673	13 217
Unskilled and defined decision making	414	98	16	61	361	163	17	89	1 217
<b>Total</b>	<b>5 243</b>	<b>1 484</b>	<b>159</b>	<b>872</b>	<b>4 677</b>	<b>1 181</b>	<b>205</b>	<b>773</b>	<b>14 594</b>
Employees with disabilities	3	0	0	2	0	0	0	1	6

**Table 6.4 - Promotions: 1 April 2002 to 31 March 2003**

Occupational band	MALE				FEMALE				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
*	4659	598	229	916	1028	173	60	834	8497
Employees with disabilities	15	1	1	25	0	0	0	3	45

\* Existing reports on the PERSAP system does not provide information per occupational class or salary band.

**Table 6.5 - Service terminations: 1 April 2002 to 31 March 2003**

Occupational band	MALE				FEMALE				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Low skilled	111	32	1	5	72	20	1	12	254
Skilled	158	40	6	60	82	20	12	151	529
Highly skilled production	1 314	131	100	971	64	15	15	328	2 938
Highly skilled supervision	46	1	8	107	8	0	4	34	208
Senior Management	7	0	0	24	0	1	0	1	33
<b>Total</b>	<b>1 636</b>	<b>204</b>	<b>115</b>	<b>1 167</b>	<b>226</b>	<b>56</b>	<b>32</b>	<b>526</b>	<b>3 962</b>
Employees with disabilities	24	1	1	11	1	0	1	3	42

**Table 6.6 - Disciplinary actions instituted: 1 April 2002 to 31 March 2003**

	MALE				FEMALE				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Number of disciplinary actions instituted	4 409	409	345	865	157	31	17	117	6 350

Table 6.7 - Skills development: 1 April 2002 to 31 March 2003

Occupational category	MALE				FEMALE				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	307	50	18	154	152	21	19	111	7
Professionals	707	166	113	378	254	117	63	199	1 997
Technicians and associate professionals	596	108	60	364	120	32	22	116	1 418
Clerks	5 397	1 466	449	2 186	4 373	1 013	475	2 230	17 589
Service and sales workers	23 423	5 009	1 851	7 359	10 505	2 806	1 098	5 339	57 390
Skilled agricultural and fishery workers									
Crafts and related trades workers	81	14	9	18	-	3	3	-	128
Plant and machine operators and assemblers	5	1	1	7	-	-	-	-	14
Elementary occupations	354	83	51	21	298	163	15	47	1 032
<b>Total</b>	<b>30 870</b>	<b>6 897</b>	<b>2 552</b>	<b>10 490</b>	<b>15 704</b>	<b>4 155</b>	<b>1 695</b>	<b>8 042</b>	<b>80 405</b>
Employees with disabilities	-	-	-	-	-	-	-	-	27

7 - Performance rewards

To encourage good performance, the Department has granted the following performance rewards in the course of the year under review. The information is presented in terms of race, gender, and disability (Table 6.1), salary band (table 6.2) and critical occupation (Table 6.3) of the reward recipients.

Table 7.1 - Performance rewards in terms of race, gender, and disability: 1 April 2002 to 31 March 2003

	RECIPIENT PROFILE			COST	
	Number of recipients	Total number of employees in group	Percentage of total number of employees in group	Cost (R'000)	Average cost per employee* (R'000)
<b>African</b>					
Male	6	63 283	0,009	50 000	
Female	0	16 581	0	0	
<b>Asian</b>					
Male	0	3 540	0	0	
Female	0	1 324	0	0	
<b>Coloured</b>					
Male	3	9 195	0,033	30 000	
Female	0	4 123	0	0	
<b>White</b>					
Male	37	20 705	0,179	340 000	
Female	2	12 818	0,016	30 000	
<b>Employees with disabilities</b>					
	0	0	0	0	
<b>Total</b>	<b>48</b>	<b>131 569</b>	<b>0,036</b>	<b>450 000</b>	

Table 7.2 - Performance rewards per salary band for personnel below SMS: 1 April 2002 to 31 March 2003

SALARY BAND	RECIPIENT PROFILE			COST		
	Number of beneficiaries	Number of employees	Percentage of total employees in salary band	Total cost (R'000)	Average cost per employee* (R'000)	Total cost as a percentage of the total personnel expenditure
Lower skilled (Levels 1-2)	0	8 242	0	0		8 242
Skilled (Levels 3-5)	2	28 084	0,007	R30 000		28 116,007
Highly skilled production (Levels 6-8)	39	89 712	0,047	R350 000		90 101,043
Highly skilled supervision (Levels 9-12)	5	4 967	0,101	R50 000		5 022,101
Professionals (Levels 13-16, SMS)	2	564	0,355	R20 000		586,355
<b>Total</b>	<b>48</b>	<b>131 569</b>	<b>0,506</b>	<b>R450 000</b>		<b>132 067,5</b>

Tables 7.3 - Performance rewards per critical occupation: 1 April 2002 to 31 March 2003

CRITICAL OCCUPATION	RECIPIENT PROFILE			COST	
	Number of recipients	Number of employees	Percentage of total number of employees in critical occupation	Total cost (R'000)	Average cost per employee* (R'000)
	5 587	131 569	4,246	Administrative	
<b>Total</b>	<b>5 587</b>	<b>131 569</b>	<b>4,246</b>	<b>Administrative</b>	

\* The Department is in the process of developing a formula to calculate the average cost per employee in respect of tables 7.1, 7.2 and 7.3.

Table 7.4 - Performance-related rewards (cash bonuses) per salary band of the SMS

Salary band	RECIPIENT PROFILE			TOTAL COST (R'000)	AVERAGE COST PER EMPLOYEE (R'000)	TOTAL COST AS A PERCENTAGE OF THE TOTAL PERSONNEL EXPENDITURE
	Number of recipients	Number of employees	Percentage of total number of employees in salary band			
Band A	2	2	0,355	20 000	10 000	4,4
Band B	0	0	0	0	0	0
Band C	0	0	0	0	0	0
Band D	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>0,355</b>	<b>20 000</b>	<b>10 000</b>	<b>4,4</b>

#### 8 - Foreign workers

The following tables set out the number of foreign nationals employed in the Department in each salary band and major occupation. The tables also indicate changes in the total number of foreign workers in each salary band and major occupation.

Tables 8.1 - Foreign workers per salary band: 1 April 2002 to 31 March 2003

Salary band	1 APRIL 2002		31 MARCH 2003		CHANGE	
	Number	Percentage of total	Number	Percentage of total	Number	Percentage of total
Low skilled (Level 1-2)	0	0	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	6	50	7	58	0	
Highly skilled supervision (Levels 9-12)	6	50	5	42	0	0
Senior Management (Levels 13-16)	0	0	0	0	0	0
<b>Total</b>	<b>12</b>	<b>100</b>	<b>12</b>	<b>100</b>	<b>0</b>	<b>0</b>

Table 8.2 - Foreign workers per major occupation: 1 April 2002 to 31 March 2003

Major occupation	1 APRIL 2002		31 MARCH 2003		CHANGE	
	Number	Percentage of total	Number	Percentage of total	Number	Percentage of total
Functional	12	10	12	10	0	0

*9 - Leave utilization over the period 1 January 2002 to 31 December 2002*

The Public Service Commission identified the need to carefully monitor sick leave in the Public Service. The following tables reflect the utilization of sick leave (Table 9.1) and disability leave (Table 9.2). In both cases, the estimated cost of the leave taken is also indicated.

Table 9.1 - Sick leave: 1 January 2002 to 31 December 2002

Salary band	Total number of days' sick leave taken	Percentage of days' sick leave with medical certificates	Number of employees who took sick leave	Percentage of total number of employees who took sick leave	Average number of days' sick leave taken per employee	Estimated cost (R'000)
Low skilled (Levels 1-2)	31 031	26,9	4 446	6	7	3 657
Skilled (Levels 3-5)	91 969	29,6	14 337	19,5	6	14 380
Highly skilled production (Levels 6-8)	373 411	28	52 110	71	7	110 330
Highly skilled supervision (Levels 9-12)	15 037	20,1	2 240	3,1	7	7 805
Senior Management (Levels 13-16)	1 616	20,6	252	0,3	6	2 386
<b>Total</b>	<b>513 064</b>	<b>28</b>	<b>73 385</b>	<b>55</b>	<b>7</b>	<b>138 558</b>

Table 9.2 - Disability leave (temporary and permanent): 1 January 2002 to 31 December 2002

Salary band	Total number of days' sick leave taken	Percentage of days' sick leave with medical certificates	Number of employees who took sick leave	Percentage of total number of employees who took sick leave	Average number of days' sick leave taken per employee	Estimated cost (R'000)
Low skilled (Levels 1-2)	3 279	4	81	8,4	41	391
Skilled (Levels 3-5)	2 752	8	122	12,9	23	484
Highly skilled production (Levels 6-8)	28 901	5,6	678	71,6	43	8 816
Highly skilled supervision (Levels 9-12)	2 128	3,6	56	5,9	38	1 076
Senior Management (Levels 13-16)	424	3,8	10	1,1	42	617
<b>Total</b>	<b>37 484</b>	<b>5,5</b>	<b>947</b>	<b>0,7</b>	<b>40</b>	<b>11 384</b>



Table 9.3 reflects the number of days' annual leave taken over the period 1 January 2002 to 31 December 2002. In terms of the wage agreement signed in 2000 with trade unions in the Public Service Coordinating Bargaining Council (PSCBC), annual leave must be managed to prevent high levels of accrued leave from being paid out upon employees' termination of service.

**Table 9.3 - Annual leave: 1 January 2002 to 31 December 2002**

Salary band	Total number of days' annual leave taken	Average number of days' annual leave taken per employee
Low skilled (Levels 1-2)	144 717	23
Skilled (Levels 3-5)	288 084	15
Highly skilled production (Levels 6-8)	1 686 621	21
Highly skilled supervision (Levels 9-12)	106 108	23
Senior Management (Levels 13-16)	11 583	26
<b>Total</b>	<b>2 237 122</b>	<b>20 days per employee</b>

**Table 9.4 - Capped leave: 1 January 2002 to 31 December 2002**

Salary band	Total number of days' capped leave available	Average number of days' capped leave available per employee on 31 December 2002	Average number of days' capped leave per employee as on 31 December 2002
*	9 595 130	74,86	74,86

\* Only the number of days' capped leave available can be submitted.

**Table 9.5 - Leave payouts: 1 April 2002 to 31 March 2003**

The following table reflects payments made to employees as a result of leave not taken.

Reason	Total amount (R'000)	Number of employees	Average payment per employee
Leave payouts for 2002/2003 due to non utilization of leave for the previous cycle	809	176	4 596 ,59
* Capped and Current leave payouts on termination of service for 2002/2003	117 360	4215	27 843,41
<b>Total</b>	<b>118169</b>	<b>4391</b>	<b>32 440,00</b>

\* The Persal system does not make a distinction between capped and current leave. The total amount of R117 360 000 include capped and current leave.

*10. HIV/AIDS awareness and health promotion programmes*

**Table 10.1 - Steps taken to reduce the risk of occupational exposure to HIV/AIDS**

Categories of employees identified as being at high risk of contracting HIV/AIDS and related diseases (if any)	Key steps taken to reduce risk of infection
Morticians at mortuaries	<ul style="list-style-type: none"> <li>• Employees who entered and worked in the mortuaries were provided with protective clothing and equipment (for example, body scrub suits, gowns, plastic aprons, rubber gloves, surgical gloves, surgical facemasks, face shields and rubber boots).</li> <li>• Employees were trained in the correct use of the protective gear and equipment, and were informed of the limitations of the gear/equipment in providing protection.</li> <li>• Vaccination programmes and periodical medical surveillance have been instituted.</li> <li>• Standard operating procedures in terms of occupational safety and health have been implemented.</li> <li>• The Section: Safety, Health and Environmental (SHE) Management, Head Office rendered a 24-hour medical standby service to deal with occupational exposure to infection after hours and during ordinary working hours.</li> <li>• Employees were given medical authorization in terms of periodical medical surveillance and occupational exposure.</li> <li>• A needle-prick injury procedure was implemented at every mortuary.</li> <li>• All medical waste from the mortuaries was disposed of in medical waste receptacles, namely cardboard boxes lined with plastic on the inside.</li> </ul>
<ul style="list-style-type: none"> <li>- Detectives</li> <li>- Functional police members</li> <li>- Forensic scientists</li> <li>- Fingerprint experts</li> </ul>	<ul style="list-style-type: none"> <li>• Detective surgical gloves were issued to all functional members, detectives, forensic scientists and fingerprint experts.</li> <li>• During safety, health and environment training, the need for gloves and safe working procedures were explained to members in accordance with the Regulations for Hazardous Biological Agents.</li> <li>• All members had access to post-exposure prophylactic drugs that were paid for by the SAPS as employer.</li> <li>• All occupational accidents involving body fluids and blood contamination were reported to the Section: SHE Management, Head Office.</li> </ul>

**Table 10.2 - Details of HIV/AIDS awareness and health promotion programmes (Answers are indicated with a tick)**

QUESTION	YES	NO	DETAILS, IF YES
1. Has the Department designated a member of the SMS to implement the provisions of Part VI, Chapter 1 of the Public Service Regulations, 2001? If so, provide his/her name and position	U		Deputy National Commissioner V Singh Human Resources and Legal Services Office of the National Commissioner Private Bag X94 Pretoria Tel: (012) 393 1361 Fax: (012) 393 2795
2. Does the Department have a dedicated unit or has it designated specific personnel members to promote the health and wellbeing of its employees? If so, indicate the number of employees involved in this task and the annual budget that is available for this purpose.	U		A centre of wellbeing was established in the SAPS to promote the emotional and psychological wellbeing of employees. Six members of personnel were allocated to the centre. The budget of the centre forms part of the annual budget allocated for Psychological Services.