



OPSOMMING/ SUMMARY: DIENSVORDELE EN VOORWAARDES / SERVICE BENEFITS AND CONDITIONS 2019

PS PERSONEEL / PS STAFF

AANSTELLINGS	APPOINTMENTS
<p><u>Administratiewe departementele poste</u> is hoog in aanvraag. Die aanstellings is gewoonlik eers 'n tydelike aanstelling. Die aanstellingsbrief sal aandui: "Permanent op proef" vir 'n jaar. Dit beteken die pos is wel permanent.</p>	<p><u>Administrative departmental posts</u> are high in demand. This type of appointment is usually a temporary appointment. The appointment letter will read: "Permanent on Probation" for a year. This means the post is permanent.</p>
SALARIS	SALARY
<p>U ontvang 'n maandelikse salaris van die Onderwysdepartement.</p>	<p>You receive a monthly salary from the Department of Education.</p>
<p>Beginsalaris:</p> <p>Salarisvlak/kerf 5.1:- R 163 563 per jaar.</p> <p>Neem kennis dat u salaris nie hoër as salarisvlak/kerf 6.12 kan vorder nie.</p>	<p>Entry salary:</p> <p>Salary Level/Notch 5.1: R 163 563 per annum.</p> <p>Note that this post can only advance to salary level/notch 6.12.</p>
<p>Algemene Verhoging:</p> <p>U ontvang jaarliks 'n algemene salarisverhoging. Die verhoging is normaalweg miv 1 April.</p>	<p>General Increase:</p> <p>You receive a yearly increment. The general adjustment is normally with effect from 1 April.</p>
<p>Erkenning van vorige diens:</p> <p>Indien u as 'n admin klerk van een skool na 'n ander beweeg en dit NIE 'n oorpasing is nie, begin u op die laagste skaal, 5.1. GEEN erkenning van vorige diens word toegestaan nie.</p>	<p>Recognition of previous service</p> <p>If you as an admin clerk move from one post to another and it is NOT a transfer, you will start on the lowest level 5.1. Previous service is NOT recognised.</p>
<p>PDMS</p> <p>Dit behels dat u jaarliks ge-evalueer word en dan graad- progressie kan ontvang indien u bo 'n sekere puntetelling val. Ongelukkig is die persentasie van werknemers dan ook so dat die afsnylyn nie elke jaar dieselfde is nie dan geskied dit volgens die staat se begroting. Dus kan u een jaar kwalifiseer en die volgende jaar nie omdat die afsnypunt verander het.</p> <p>Indien u die salariskerf/vlak van Posvlak 6.12 bereik het, gaan u nie meer graadprogressie kan ontvang nie, net die jaarlikse verhoging. Kerf 6.12 is die hoogste salariskerf vir administratiewe personeel.</p>	<p>PMDS</p> <p>This involves an annual evaluation and you will receive pay progression if the required marks are obtained.</p> <p>Unfortunately this category changes from year to year according to the state budget.</p> <p>Please remember that if you have reached salary level/notch 6.12, you do not qualify for the PDMS any more, only for the annual increment. Notch 6.12 is the highest notch for administrative staff.</p>

<p>Diensbonus:</p> <p>Ontvang diensbonus of pro-rata diensbonus gelykstaande aan 100% van 1 maand se salaris. Dit is betaalbaar na verstryking van 12 maande of 'n gedeelte daarvan op die betaaldag van die maand waarin die werknemer verjaar. U moet egter in diens wees tot aan die einde van die maand waarin u verjaar.</p> <p><u>Geen pro-rata diensbonus word by bedanking betaal nie.</u></p>	<p>Service bonus:</p> <p>A bonus or pro-rata bonus equivalent to 100% of 1 month's salary is payable after a period of 12 months or a part thereof on the pay day of the month of the employee's birthday. You must be in service till the end of your birthday month.</p> <p><u>No pro-rata service bonus is payable upon resignation.</u></p>
<p>Behuisingstoelaag:</p> <p>Eienaars: Verband of reeds afbetaal: Ontvang R1 336 (1 Julie 2018)</p> <p>Huurders:- Voor 1 Julie 2015 aangestel : ontvang R900 & R436 na spaarfasiliteit. Eerste aansoekers wat aangestel is NA 27 Mei 2015: GEEN BEDRAG op salaristrokies of in bankrekening - R1 336 gaan na spaarfasiliteit om werknemer te bemagtig om deposito op huis neer te sit. NB! Onthou om te registreer op GEHS se webbladsy en om u begunstigdes aan te wys.</p> <p>U kwalifiseer vir 'n huurtoelaag of huiseienaarstoelaag, selfs al is die eiendom afbetaal.</p> <p>Indien getroud en u is albei in diens van die staat, kry ALBEI die voordeel soos volg geïmplementeer:</p> <ul style="list-style-type: none"> - Salarisvlakke 1-5 (<R182 112 p) miv September 2018 - Salarisvlakke 6-12 (>R182 112 p) miv September 2019 <p>Indien getroud Buite Gemeenskap van Goedere moet die huis of kontrak op die persoon wat aansoek doen se naam wees of op beide se name.</p> <p>Moet daarvoor aansoek doen – nie outomaties nie. Word nooit terugwerkend betaal nie, behalwe as die Departement langer as 'n maand neem om die aansoek te proses.</p>	<p>Housing allowance:</p> <p>Owners: Bond or paid off: R1 336 (1 July 2018)</p> <p>Tenants: Before 1 July 2015: R900 + R436 in saving facility. New employees who are appointed AFTER 27 May 2015: NO PAYMENT on their salary slip – R1 336 in saving facility to enable employees to have a deposit towards their own property. NB! Remember to register on GEHS' website and to nominate your beneficiaries.</p> <p>A housing allowance is payable to persons who rent, lodge, are paying off a registered property or owns a paid property. If married and both of you are working for the state, BOTH will receive the benefit implemented as follows:</p> <ul style="list-style-type: none"> - Salary levels 1-5 (<R182 112 pa) wef September 2018 - Salary levels 6-12 (>R182 112 pa) wef September 2019 <p>If married with an antenuptial contract the bond must be in the name of the applicant or in the name of both.</p> <p>Must apply for the benefit - not automatic. Payment will not be backdated, except when the Department takes longer than a month to process the application.</p>

<p>Mediese subsidie:</p> <p>Moet aansoek doen om subsidie te ontvang. Maksimum bedrag word van tyd tot tyd hersien. Nuwe opvoeders moet aan GEMS Mediese Skema behoort om te kwalifiseer.</p>	<p>Medical subsidy:</p> <p>Must apply for this benefit. The maximum amount is reviewed from time to time. New entrees must be members of GEMS Medical Aid to qualify.</p>	
<p>MEMBER PROFILE</p>	<p>1 JANUARY 2018 MONTHLY EMPLOYER SUBSIDY</p>	<p>1 JANUARY 2019 MONTHLY EMPLOYER SUBSIDY</p>
<p>Single Principal Member</p>	<p>R1 198</p>	<p>R1301</p>
<p>Principal Member with one dependant</p>	<p>R2 397</p>	<p>R2602</p>
<p>Principal Member with two dependants</p>	<p>R3 129</p>	<p>R3397</p>
<p>Principal Member with three dependants</p>	<p>R3 861</p>	<p>R4192</p>
<p>Principal Member with four dependants</p>	<p>R4 592</p>	<p>R4987</p>
<p>PENSIOENBYDRAES</p>	<p>PENSION CONTRIBUTIONS</p>	
<p>Werknemers dra 7,5% van salaris by tot die Regeringspensioenfonds terwyl die Staat ongeveer 13% van u bruto maandelikse salaris bydra.</p>	<p>Employees who are members of the State Pension Fund, contribute 7,5% of their salaries to the fund. The state contributes approximately 13%.</p>	
<p>WERKSURE</p>	<p>WORKING HOURS</p>	
<ul style="list-style-type: none"> • Volgens Omsendbrief 44 van 2008 moet u werk vir: • 'n Minimum van 40 ure per week • Vyf dae per week • 8 ure per dag (uitsluitend ete en tee breek) <p>Etenstye en teetye:</p> <p>'n Etenstyd mag geneem word tussen 12:00 en 14:00. Dit word voorgestel dat die tye as aflostye geneem word sodat aaneenlopende diens gelewer kan word.</p> <p>'n Teebreek van 15 minute mag geneem word deur die verloop van die oggend.</p>	<ul style="list-style-type: none"> • According to Circular 44 of 2008 you must work for: • A minimum of 40 hours per week • Five days a week • 8 hours a day (excluding lunch and tea break) <p>Lunch and tea breaks</p> <p>Lunch of 45 minutes may be taken between 12:00 and 14:00. It is suggested that staggered breaks be taken to ensure continued service delivery.</p> <p>A tea break of 15 minutes may be taken during the course of the morning.</p>	
<p>VERLOFMAATREËLS VOLGENS THE DIRECTIVE ON LEAVE OF ABSENCE IN THE PUBLIC SECTOR JUNE 2018</p>	<p>LEAVE ARRANGEMENTS ACCORDING TO THE DIRECTIVE ON LEAVE OF ABSENCE IN THE PUBLIC SECTOR JUNE 2018</p>	
<p>Gesinsverantwoordelikheid</p> <ul style="list-style-type: none"> • 5 werksdae gesinsverantwoordelikheid per jaar vir: Siekte van 'n kind of eggenoot of wanneer die eggenote geboorte skenk • 5 werksdae as kind, eggenoot of naaste familieledede te sterwe kom. 	<p>Family responsibility</p> <ul style="list-style-type: none"> • 5 working days per annum for: Illness of a child or spouse or when spouse gives birth to a child. • 5 working days where a spouse, child or closest family member passes away. 	
<p>Dringende privaatsake</p> <p>Daar is nie spesifieke verlof vir dringende privaatsake vir admin personeel nie. Die tipe verlof kom wel van u jaarlikse verlof af of is onbetaalde verlof.</p>	<p>Urgent private matters</p> <p>No specific leave for urgent private affairs is granted. This type of leave will be taken as annual leave or unpaid leave.</p>	

<p>Spesiale verlov vir kind met spesiale behoeftes</p> <ul style="list-style-type: none"> • 5 Dae vir kind met spesiale behoeftes (fisies of emosioneel, geen ouderdomlimiet) indien mediese bewyse gelewer word. 	<p>Leave for child with special needs</p> <ul style="list-style-type: none"> • 5 Days for child with severe special needs (emotional or physical, no age limit) if medical proof is provided.
<p>Siekverlov</p> <ul style="list-style-type: none"> • 36 werksdae word in 'n siklus van 3 jaar toegeken. Nuwe siklus begin 2019. • Alle ongebruikte verlov verval aan die einde van die siklus. • Vir verlov van meer as 3 dae word 'n mediese sertifikaat vereis. • Die toesighouer mag 'n sertifikaat vereis indien 'n opvoeder 'n derde dag binne 'n 8 weke siklus a.g.v. siekte afwesig is of as 'n vasgestelde patroon vir die neem van siekteverlov na vore kom. 	<p>Sick leave</p> <ul style="list-style-type: none"> • 36 working days are granted in a cycle of 3 years. New cycle starts 2019. • All unused leave days fall away at the end of the cycle. • A medical certificate will be required for sick leave of 3 days or more. • A supervisor may require a medical certificate if an educator is absent for a third day due to illness within an eight week cycle, or in an instance where a pattern in the utilisation of sick leave has been established.
<p>Bevallingsverlov (Departement gee NIE plaasvervangers NIE)</p> <ul style="list-style-type: none"> • Geregtig op 4 kalendermaande aaneenlopende betaalde verlov vir elke swangerskap. (Sluit naweke en skoolvakansies in). • Verlov kan tydelik onderbreek word indien baba vir langer as 'n maand gehospitaliseer word. • Moet ten minste 14 dae voor verwagte datum (en nie LATER as verwagte datum) aanvang neem. Mag nie normale pligte opneem voordat 6 weke na geboorte verloop het nie. • Miskraam, stilgeboorte, beëindiging van swangerskap : 6 weke betaalde verlov. • Vaderskapsverlov: 3 dae + 5 dae familie verantwoordelikheid mag geneem word. • Voorgeboorte verlov – 8 dae per swangerskap. Moet voor die tyd aansoek doen daarvoor (kan gedeeltes van 'n dag wees). Handig bewys in. <p>Let Wel: Tydelike werknemers se diens mag nie beëindig word omdat hulle swanger is nie – hulle het dieselfde voordeel as permanente aanstellings behalwe die aantal dae kraamverlov. (10 dae vir elke maand van die kontrak).</p>	<p>Maternity Leave (Department does NOT provide substitutes)</p> <ul style="list-style-type: none"> • Allows 4 calendar months paid leave for each pregnancy. (This includes weekends and school holidays). • May interrupt leave if baby needs to remain in hospital for more than a month. • Leave should start at least 14 days prior to the expected date and not later than the date of birth. • May not resume normal duties before at least 6 weeks have passed after the birth of the baby. Pregnancy: 6 weeks' paid leave. • Paternity leave: 3 days + 5 days family responsibility may be taken. • Pre-natal leave – 8 days per pregnancy. Must submit application in advance (can utilise a part of a day). Hand in proof. <p>Note: Temporary employees' contracts may not be terminated because they are pregnant - they have the same benefit as permanent posts except for the number of days for maternity leave. (10 days for every month of the contract).</p>

<p>Aannemingsverlof</p> <p>Kind jonger as 2 jaar : 45 werksdae. Beide ouers werk vir staat : albei mag neem mits gesamentlike verlof nie 45 dae oorskry nie.</p> <p>Surrogaatverlof</p> <p>‘n Werknemer wat deel van die ontvangende paar is, is geregtig op 4 maande opeenvolgende verlof vanaf datum van die geboorte. ‘n Werknemer wat as surrogaatmoeder optree, is geregtig op 6 weke se verlof na datum van geboorte.</p>	<p>Leave for adoption of a child</p> <p>For a child under the age of 2 years: 45 working days. If both parents work for the state: both may qualify on condition that the total number of leave days taken by both do not exceed 45 days.</p> <p>Surrogacy leave</p> <p>A commissioning parent will be entitled to 4 consecutive months’ paid leave from date of birth (if both parents work for public service only one will qualify for surrogacy leave.) An employee who is a surrogate mother will only qualify for 6 week’s leave after birth.</p>
<p>Jaarlikse verlof</p> <p>27 Dae verlof per jaar vir werknemers wat MINDER as 10 jaar diens het. Daarvan moet 22 dae geneem word tydens skoolvakansies. Die res van die skoolvakansie word gesien as tyd af. Die oorblywende 5 dae is vir verlof in skooltye.</p> <p>Indien u langer as tien jaar aaneenlopende diens het kry u 30 dae per jaar en dus bly daar 8 dae oor wat u kan neem in skooltye. Die res van die skoolvakansie word beskou as tyd af (‘time off’).</p> <p>Let wel: Indien daar ‘n redelike versoek is dat u in skoolvakansies moet werk, mag dit vereis word. Dit moet egter in u pligstaat genoem word. Bv as u benodig word vir pligte voor die skool open of na die skool sluit, is dit regverdig.</p>	<p>Annual leave</p> <p>27 Days per year for employees who have LESS than 10 years’ service. 22 of these days must be taken during school holidays. The rest of the school holidays are time off periods. The 5 days that are left can be taken during school hours.</p> <p>If you have continuous service of 10 years and LONGER, you qualify for 30 days leave per year thus there are 8 days left to utilise during school hours. The rest of the school holidays are time off periods.</p> <p>Take note: If there is a reasonable request for you to work during school holidays, you must comply. These duties must be stipulated in your job description. E.g. if you are needed before the school opens or after it has closed, it is reasonable.</p>
HUWELIK	MARRIAGE
<p>NB! Dien gesertifiseerde afskrifte van huweliksertifikaat en ID-dokument in om status en van te verander binne 30 dae na huwelik by Basiese Onderwys, SAID en GEPF.</p>	<p>NB! Certified copies of the marriage certificate as well as an ID document are required to change status and surname within 30 days of marriage at Basic Education, SARS and GEPF.</p>
BEEÏNDIGING VAN DIENS	TERMINATION OF EMPLOYMENT
<p>Moet een maand skriftelik kennis gee van voorneme om te bedank - werkgewer kan toestemming gee dat dit op korter kennisgewing geskied.</p> <p>Bedanking: Om pensioenvoordeel te kry moet een van die drie opsies vir pensioen uitgeoefen word. U kan dit in u bankrekening, in ‘n annuïteit of ‘n bewaringsfonds laat oorbetal of by GEPF los - Resolusie 1 van 2017 punt 4.4.</p> <p>Moet aansoek doen vir pensioenuitbetaling, dit geskied nie outomaties nie.</p>	<p>Must give written notice to the employer of his/her intention to resign one month in advance. The employer may grant permission for a shorter period.</p> <p>Resignation: To receive pension benefits: choose one of three options: the sum can be paid in your bank account, into an annuity or provident fund or leave it at GEPF – Resolution 1 of 2017 - 4.4.</p> <p>Must apply for pension benefits – does not happen automatically.</p>

<p>Dring aan by die werkgewer op 'n Dienssertifikaat.</p>	<p>Ask for a Certificate of Service to be issued by the employer.</p>
<p>PENSIOENE</p>	<p>PENSIONS</p>
<p>Indien u op pensioen wil gaan en ons 'n berekening vir u moet doen, kontak Elsa Venter of Anna-Marie Meyer by die SAOU-kantore:</p> <ul style="list-style-type: none"> • Ons benodig 'n salarisstrokie. • Het u pensioen teruggekoop? • Wat is u aanstellingsdatum? • Was daar onderbreking in diens? <p>As u aftree en u het tien jaar aaneenlopende diens kwalifiseer u vir 'n lomsom sowel as 'n maandelikse pensioen. U kwalifiseer ook vir 'n mediese voordeel as u 15 jaar pensioendraende diens het (kan onderbroke wees) en u die hooflid vir die laaste 12 maande was.</p> <p>LW: Indien medies ongeskik verklaar, kwalifiseer u vir voortgesette mediese subsidie indien u 10 jaar pensioendraende diens het. (Dit kan onderbroke diens wees).</p> <p>Voortydige aftrede 0.33% penalisasie vir elke maand voor die ouderdom van 60 jaar.</p> <p>Kinderpensioen</p> <p>Tree in werking vanaf 1 Junie 2018:- Vir alle GEPF lede, hetsy in diens of pensioenarisse wat te sterwe sou kom en kinders het:-</p> <ul style="list-style-type: none"> - Tot op 22 jaar oud - Afhanklike/gestremde kinders <p>Gebruik CP1 (vorm) om aansoek te doen.</p> <p><u>Adres van Pensioen Kliëntedienssentrum:</u> Trevenna Campus Building 2A h/v Meintjies & Francis Baard Straat Sunnyside Pretoria 0001 Tel: 0800 117 669 www.gepf.gov.za</p> <p>Vir spesifieke navrae aangaande pensioene kan u ook vir Elsa Venter of Anna-Marie Meyer kontak by 012 436 0900 of 086 072 6843</p>	<p>If a member wants to go on pension, the SAOU can do a calculation on request. Contact Elsa Venter or Anna-Marie Meyer in this regard:</p> <ul style="list-style-type: none"> • We shall need a salary advice. • Have you bought back pension years? • What is your appointment date? • Were there breaks in service? <p>If you retire and you have 10 years continuous service, you qualify for a lump sum and a monthly pension. You also qualify for medical benefit if you have 15 years pensionable service in total (can be broken service periods) and you have been the main member for the last 12 months.</p> <p>NB: Should you be discharged (medical reasons) you will continue to qualify for medical subsidy if you have 10 years pensionable service.</p> <p>Early retirement, you will be penalised with .33% for each month before 60 years.</p> <p>Child's Pension</p> <p>This was implemented from 1 June 2018:- For all GEPF members, in service or on pension who pass away and have children:-</p> <ul style="list-style-type: none"> - Up to 22 years of age - Dependant/disabled <p>Use a CP1 form to apply.</p> <p><u>Address of Pension Client Service centre:</u> Trevenna Campus Building 2A c/o Meintjies and Francis Baard Streets Sunnyside Pretoria 0001 Tel: 0800 117 669 www.gepf.gov.za</p> <p>For specific information, contact Elsa Venter or Anna-Marie Meyer at 012 436 0900 or 086 072 6843</p>

<p>Begrafnisvoordeel</p> <p>Elke staatsdienswerknemer, wat tot die pensioenfonds bydra of pensioenarisse, kwalifiseer vir 'n begrafnisvoordeel van R15000. Daar mag ook R6000 geëis word vir die begrafnis van 'n minderjarige kind.</p> <p>Indien beide die man en vrou lede van GEPF was of is, word die bedrag 2x geëis. Voltooi twee Z300 en twee Z894 vorms vir beide pensioennommers.</p>	<p>Funeral Benefit</p> <p>All government employees as well as pensioners qualify for a funeral benefit of R15000. R6000 may be claimed for the death of a minor.</p> <p>If both the husband and wife contribute to the GEPF or retired from GEPF, 2x R15000 may be claimed. Two Z300 and two Z849 form to be filled in to claim on both pension numbers.</p>
<p>LANGDIENSERKENNING</p>	<p>LONG SERVICE RECOGNITION</p>
<p>Voor 1 Augustus 2012 – indien u, voor genoemde datum, vir 20 of 30 jaar diens gekwalifiseer het, kan u nog steeds aansoek doen vir verlofkrediete (ons beveel dit nie aan nie) of as u 30 jaar diens gehad het, kan u steeds vir die geldwaarde aansoek doen van toepassing voor 2012-08-01. U moet dit skriftelik by die distrik doen en verduidelik hoekom u dit nou eers doen.</p> <p>Na 1 Augustus 2012 – almal wat 20, 30 of 40 jaar aaneenlopende diens het na genoemde datum kan aansoek doen vir die kontantbedrae daaraan verbonde. Weereens moet u 'n versoek rig aan die distrik of die vorm wat voorsien word deur u distrik, invul. Die bedrae word jaarliks op 1 April aangepas.</p>	<p>Before 1 August 2012 – if you qualified for 20 or 30 year service before mentioned date you can still apply for the capped leave (we do not recommend this) or if you qualified for 30 year service you can still apply for the monetary value payable at that stage. This must be done in writing with reasons provided why you only applied now.</p> <p>After 1 August 2012 – everybody who has 20, 30 or 40 year continuous service after mentioned date can apply for a cash bonus linked to the number of years. Once again this must be done in writing or on the form provided by the district. These bonuses are adjusted annually on 1 April.</p>
<p>ALGEMENE INLIGTING</p>	<p>GENERAL INFORMATION</p>
<ul style="list-style-type: none"> • Besoek ons webtuiste by die die webadres www.saou.co.za. Alle nuus en belangrike inligting is daarop. • Stel 'n persoon aan om <u>daaglik</u> te kyk • Verskeie skakels <ul style="list-style-type: none"> ○ Pilir ○ Kurrikulumdienste ○ GEMS ○ Behuising ○ Regsdienste ○ Finsa ○ Lidmaatskapvorms ○ Geadverteerde poste • Nuusbriewe • Diensleweringsversoek vorm • As u status verander bv. tydelik nou permanent of BL nou departementeel – Herregistreer as lid by ons unie – R101.45 pm vir 2019 • LW – indien jy aan geen vakbond behoort nie – betaal jy in elk geval PSCBC “Agency Fees” wat beteken dat jy aan geen unie behoort nie. 	<ul style="list-style-type: none"> • Visit our website www.saou.co.za All important information is available here. • Appoint a person to access website daily • Various links <ul style="list-style-type: none"> ○ Pilir ○ Curriculum services ○ GEMS ○ Housing ○ Legal services ○ Finsa ○ Membership forms ○ Advertised positions • News letters • Request for assistance form • If your “status” change, i.e. new temp period, absorbed or becoming permanent – Reregister as member of our union - R101.45pm for 2019 • Note – if you are not a registered member of any union – you will pay PSCBC Agency fees which means that you don’t belong to any union. Application form for membership – there is only

<ul style="list-style-type: none"> • Aansoekvorms om lidmaatskap – daar is slegs EEN vorm. Net BL voltooi die bankbesonderhede gedeelte. • Studente – gratis lidmaatskap! • NB - Bêre AL u salarisstrookies!! • Maak seker van u pensioennommer. • Moenie Nov/Des van mediese fonds verander as jy einde Des met pensioen wil gaan nie. Die strookies word al einde November gedruk. Dit kan dan gebeur dat foute insluip. 	<p>ONE application form. Only SGB complete the bank detail section.</p> <ul style="list-style-type: none"> • Students – no membership fee! • NB - Please keep ALL your salary advice slips! • Make sure that your pension number reflects on salary slip. • Don't change medical aid service provider during Nov or Dec if you plan to retire in Dec of same year. Mistakes slip in because salary slips are printed in November already for December.
PERSOONLIKE BESONDERHEDE	PERSONAL DETAILS
<p>Stel die volgende plekke in kennis indien u besonderhede verander:-</p> <ul style="list-style-type: none"> • Werkgewer se Menslike hulpbron-afdeling • GEPF (gebruik die vorm Z864) • SAID • Vul HR 8 in vir persoonlike details op persal 	<p>Inform the following departments/ institutions should your details change:-</p> <ul style="list-style-type: none"> • Employer's Human Resources department • GEPF (Use the Z864) • SARS • Fill in HR 8 for personal details on persal
KONTAKBESONDERHEDE	CONTACT DETAILS
<ul style="list-style-type: none"> ❖ Provinsiale Sekretaris/Provincial Secretary : Etresia Raubenheimer Sel/Cell 083 457 3959 Faks/Fax 086 676 5111 Epos/Email etresiar@saou.co.za ❖ Assistent Provinsiale Sekretaris/Assistant Provincial Secretary : Liesl Rehbock Sel/Cell 083 283 2486 Faks/Fax 086 683 8675 Epos/Email lieslr@saou.co.za ❖ Assistent Provinsiale Sekretaris/Assistant Provincial Secretary : Cathy de la Harpe Sel/Cell 071 681 3562 Faks/Fax 086 685 0008 Epos/Email CathydlH@saou.co.za 	<ul style="list-style-type: none"> ❖ Professionele Beambte/Professional Official: André Pretorius Sel/Cell 071 456 4375 Faks/Fax 086 754 6558 Epos/Email andrep@saou.co.za ❖ Professionele Beambte/Professional Official: Charmaine Trent Sel/Cell 083 561 7539 Faks/Fax 086 670 3621 Epos/Email charmainet@saou.co.za ❖ Voltydse Vakbondvertegenwoordiger/ Fulltime Shopsteward : Amanda Collatz Sel/Cell 082 084 1924 Faks/Fax 012 348-8421 Epos/Email amandac@saou.co.za ❖ Voltydse Vakbondvertegenwoordiger/ Fulltime Shopsteward : Lizette Brine (Smith) Sel/Cell 071 361 8079 Faks/Fax 012 348-8421 Epos/Email vvgauteng@saou.co.za