

MAIN LINE PASSENGER SERVICES

CONDITIONS OF SERVICE

APPROVED GUIDELINE



1. Background

Main Line Passenger Services (MLPS, Engineering Services and PRASACRES) has been operating under a TFR Variation agreement signed on 21 April 2009 and valid for twelve (12) months. SMEYL employees were officially transferred to PRASA on the 01 April 2009, and their conditions of working were protected by section 197 of Labour Relations Act for eighteen (18) months since then.

2. Purpose

The period during which Section 197 of the LRA was applicable has expired. This document is a response to address the transition from the current arrangements (Variation Agreement) to new proposed conditions of service in Main Line Passenger Services.

3. Scope

The conditions of service document will be applicable to all operational grades as listed below in Main Line Passenger Services.

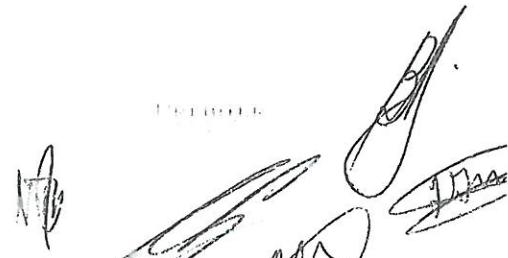
- All Technical employees that are currently working forty (40) hours per week / five (5) days workers per week will be moved to forty-five (45) hours per week and become six (6) days workers per week.
- All Main Line Passenger Services operational employees that are currently working forty-four (44) hours per week / five (5) days per week will remain forty-four (44) hours per week and become six (6) days workers per week.
- All PRASACRES operational employees (Coach Cleaning Department) that are currently working forty-four (44) hours per week / five (5) days per week will remain forty-four (44) hours per week and become six (6) days workers per week.
- The above listed departmental grades, **excludes** Head Office and Depots Office bound employees who will remain five days workers (Unless required by operational needs).

4. Conditions of working times

- 4.1 PRASA (MLPS) is a continuous business providing 24/7 operations and operational employees are required to work six (6) days of the seven (7) days in a week (Starting on Mondays).
- 4.2 Overtime will be calculated after a weekly average of 44/45 actual hours worked. The weekly averaging calculation will exclude any approved paid and unpaid leave (sick, study, annual, operational requirements)
- 4.3 Changes to the roster and diagrams will be discussed by the relevant departments at a depot level.
- 4.4 Weekend-off rest periods will be allocated every second week for 60 hours including a Sunday.
- 4.5 Sunday and Public Paid Holiday (PPH) Time will be paid for the actual hours worked.
- 4.6 Daily rest period between shifts will not be less than twelve (12) hours at home depots and eight hours (8) at the book-off depots/stations between the ending and commencing of the next shift.
- 4.7 Overtime per week should not exceed 18 hours.
- 4.8 Employees may not be rostered within 24 hours unless they have been allocated twelve (12) hours rest period between the shifts.
- 4.9 In an average of 44/45 ordinary hours of work a week, if an employee takes approved leave (annual, sick, study/training), the hours calculated/considered will be for a normal shift of seven hours and twenty minutes (07:20) or seven and half minutes (07:30)
- 4.10 Overtime rates will be standard as per the TGP agreement to a maximum of the Legislated threshold.
- 4.11 Night shift allowance will be paid according to current rates for every hour worked between 18:00 and 06:00.
- 4.12 The employer will ensure that transport is available from 18:00 to 06:00, between the employee's place of residence and the place of work at the commencement and conclusion of the employee's shift. Depending on the availability of public transport.
- 4.13 All train Crew rostered to work a train and required to book-off while the train is in motion, will be rostered accordingly and a book- off allowance will be paid at the current rate.
- 4.14 Employees must be prepared to be rostered for twelve hours
- 4.15 Standby On-Duty shifts length will be booked for a normal time (07:20/07:30) and employees should prepare to work twelve(12) hours shift.
- 4.16 Rostered Standby On-Call out shift will be paid a standby allowance.

5. Practices to be eliminated from the current arrangements :

- 5.1 No additional overtime will be paid for working on rest days (60 Hours for every second weekend-off will be applicable).
- 5.2 No rest days will be applicable during the week.
- 5.3 No employees shall be paid double overtime by exceeding twelve hours in case of emergencies.
- 5.4 No back to back rostering will be applicable.
- 5.5 No penalty will be paid when an employee resume duty within 24 hours.
- 5.6 No average will be paid for attending training.
- 5.7 No guaranteed time will be built in to the shifts.





6. Conditions of the guideline

- 7.1 Management gave three year of no job losses while trying to save the business from collapsing. The job guarantee is subject to review the working progress.
- 7.2 Management agreed to pay 6% increase to affected Technical grades that will be moved from 5-6 days workers per week / 40-45 hours per week
- 7.3 Task team has been set up to develop rostering principles for various departments (Train Operations, Rolling Stock, Customer Services and other involved operational departments)
- 7.4 After the document has been signed by all relevant parties, it will be communicated to employees by a joint team consisting of Management and Labour representative.
- 7.5 The document is signed with a consideration brought by Labour to management's attention about the signed conditions of service for PRASACRES (Coach Cleaners).

7. Signatories

7.1 MLPS Management

Name : 
 Signature :
 Date : 25/06/2013

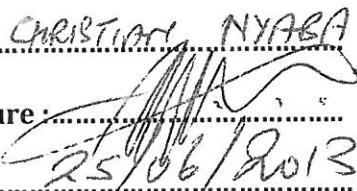
7.2 UTATU-SARHWU

Name : Pieter Grecyliz
 Signature :
 Date : 25/06/2013

7.3 SATAWU

Name : Tinti Lubabalo
 Signature :
 Date : 25/06/2013

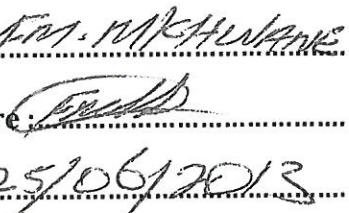
7.4 WITNESS (1)

Name : 
 Signature :
 Date : 25/06/2013

7.5 WITNESS (2)

Name : 
 Signature :
 Date : 25/06/2013

7.6 WITNESS (3)

Name : 
 Signature :
 Date : 25/06/2013