



**NATIONAL BARGAINING  
COUNCIL**  
FOR THE PRIVATE SECURITY SECTOR

# **ADMINISTRATION MANUAL**



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## **SECTION 1: PURPOSE OF THE ADMINISTRATION GUIDE**

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This manual sets out the procedures that need to be adopted by the participating employers for SALT Employee Benefits to administer the National Bargaining Council. It is intended to assist personnel who perform administrative and other functions on behalf of the employer and to maintain uniformity of procedures. SALT Employee Benefits administers the National Bargaining Council.

While this guide is intended to cover every eventuality, please contact SALT Employee Benefits to discuss any aspect on which you would like greater clarity.

## SECTION 2: Contact Details

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### 2.1 Fund Administrator (SALT Employee Benefits)

<b>Street address</b>	Central Park Office No 400 16 <sup>th</sup> Road Randjespark, Block Q Midrand, 1685
<b>Telephone number</b>	0861 177 775
<b>Email</b>	levies@nbcps.org.za

### 2.2 Front Office Contact Details Fund Administrator

<b>City</b>	<b>Address</b>	<b>Telephone Number</b>
<b>Johannesburg</b>	108 Fox Street, Metropolitan Building, Mezzanine (M) Floor	(011) 492 2208
<b>Cape Town</b>	37 Strand Street, Office Number 300,	(021) 423 3093/426 1457
<b>Durban</b>	Commercial City Building, 40 Dr AB Xuma Street, Commercial Road, No: 2137	(031) 301 4401/8234
<b>Port Elizabeth</b>	Pier 14 Shopping Mall, 2 <sup>nd</sup> Floor, Govan Mbeki, North End	(041) 484 1136
<b>Bloemfontein</b>	No 6 Elizabeth Street, Finbond Building, 2 <sup>nd</sup> Floor	(051) 430 5397

## 2.3 National Bargaining Council Contact Details

<b>Street address</b>	Central Park Office No 400 16 <sup>th</sup> Road Randjespark, Block Q Midrand, 1685
<b>Website</b>	<a href="http://www.nbcps.org.za">www.nbcps.org.za</a>
<b>Email</b>	<a href="mailto:admin@nbcps.org.za">admin@nbcps.org.za</a>

## 2.4 National Bargaining Council Banking Details

<b>Account Name</b>	National Bargaining Council for the Private Security Sector
<b>Bank</b>	Standard Bank
<b>Account Number</b>	421507195
<b>Branch Code</b>	051001

### Note:

Please ensure that the bank reference number is used for all deposits made into this account. Should you not have a bank reference number, please contact the Administrator to request it.

## SECTION 3: Monthly Administrative Tasks

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### 3.1 Eligibility for Participation

As you are aware, the National Bargaining Council for the Private Security Sector (“NBCPSS”) was registered with the Department of Labour on the 21st of June 2018. It resulted in the adoption of its Constitution, with reference number LR2/6/6/164 which formally allowed all relevant stakeholder, labour and employer organizations to commence with the mammoth task to regulate the terms and conditions of employees and to ensure much-needed compliance regulations within the sector. The Levies Collective Agreement was signed on the 20th of January 2020. The purpose is to ensure that all employees who receive the benefits of the Council contribute towards its costs. The implementation of the levies was effective from the 1<sup>st</sup> of March 2020.

#### 3.1.2 Which employers are eligible for participation?

Every employer who is engaged in the industry as defined in the certificate of registration of the Council must pay a monthly levy to the Council.

#### 3.1.3 Which employees are eligible for participation?

There are two categories of eligible employees:

- Security officers **not** working less than 24 hours including non – standard employees working as security officers, learners, independent contractors and fixed-term contract employees and other employees:
  - Artisan
  - Clerical Assistant
  - Clerk
  - Driver
  - General Worker
  - Handyman
  
- Categories of employees not defined in clause above, who fall within the registered scope of the Council, shall contribute a levy. These are the Basic Condition of Employment Act (BCEA) employees (office admin staff)

### 3.2 What does the law say?

- Payment of Levies must be made no later than the 10<sup>th</sup> day of the month following the month for which the deduction was made (e.g. February levies are payable by the 10<sup>th</sup> of March).
- The levy schedule containing membership data and corresponding levies must be forwarded to SALT Employee Benefits by no later than the 7<sup>TH</sup> of the month, following the month, for which the deduction was made. The schedule must be forwarded via email to [levies@nbcps.org.za](mailto:levies@nbcps.org.za)
- Non-payment of levies or failure to pay by the 20<sup>th</sup> of the following month results in employees being ineligible to undergo a fair dispute resolution, conciliation or arbitration process.
- Non –payment of levies attracts interest as determined in terms of the Prescribed Rate of Interest Act 55 of 1975 as amended, calculated upon the unpaid amount of the levy from the date that the levy becomes due.

### 3.3 What are the Monthly Levies Payable

There are two categories of Levies which are calculated as follows:

Guards, supervisors etc	R7 Employee R7 Employer
Basic Condition of Employment Act (BCEA) E.g. Admin Staff/Extended Bargaining Unit	R2 Employee R2 Employer

\*Council Levies are exempt from Vat

### 3.4 Contributions during the absence of work

#### Maternity

Two categories apply:

A: Paid maternity

As per the main collective agreement if an employee qualifies for paid maternity benefits – the employer and the employee shall be required to contribute the levies during the maternity leave.

## B: Unpaid maternity

If the employee does not qualify for paid maternity benefits according to the rules as stipulated in the main collective agreement the employee and employer contribution shall be paid. Once the employee returns from maternity leave the employer may recover the employees part of the contribution.

## Sick Leave or Injury on Duty

Workman compensation pays 75% of the employees normal salary up to three months; therefore, the employee and employer contribution must continue as is for the period.

If the employee is on unpaid leave for any reason – The risk contribution for the PSSPF fund is still payable to the fund, and therefore the employee remains an employee and levies are payable. Upon return, the contribution of the employee may be recovered by the employer.

## 3.5 How to complete monthly schedule

- The prescribed levy schedule (MS Excel format) containing membership data and corresponding levies must be forwarded to SALT Employee Benefits by no later than the 7<sup>TH</sup> of the month, following the month, for which the deduction was made. The schedule must be forwarded via email to [levies@nbcps.org.za](mailto:levies@nbcps.org.za)
- The schedules must reflect all new employees and all terminations for the month.
- Employers need to ensure that the data schedules submitted matches the deposit made in respect of that schedule.



The following fields are mandatory:

Field Description	Required input	Example
Employee Number	Alpha Numeric	A10
Council Number	Alpha Numeric	1230
Member Name	Alpha	Tom Cruise
Date of Birth	Numeric	01/01/2020
ID /Passport No	Alpha Numeric	8910060000000
Date Joined Employer	Numeric	01/01/1980
Date Joined Council	Numeric	01/03/2020
Gender	Alpha	Male
Occupation	Alpha	Security Officers
Category	Alpha	Guard
Employee Levy	Numeric	R7
Employer Levy	Numeric	R7
Total Levy	Numeric	R14

See Annexure A for an example of the Levy schedule

<b>Fund:</b>	National Bargaining Council for Private Security Sector												
<b>Employer:</b>	xxx Security												
<b>Contribution Month:</b>	31/03/2020												
<b>Effective Date:</b>	01/03/2020												
<b>Total Levy:</b>	R18,00												
<b>Paypoint:</b>	xxx Security												
<b>Deposit Reference:</b>	[As per pre-bill]												
<b>Employee Number</b>	<b>Council Number</b>	<b>Member Name</b>	<b>Date of Birth</b>	<b>ID No</b>	<b>Date Joined Employer</b>	<b>Date Joined Council</b>	<b>Gender</b>	<b>Occupation</b>	<b>Category</b>	<b>Employee Levy</b>	<b>Employer Levy</b>	<b>Total Levy</b>	
A1	[As per pre-bill]	EXAMPLE, ONE	31/05/1999	1234567812345	04/05/2017	01/03/2020	F		Security Officers	7	7	14	
A2	[As per pre-bill]	EXAMPLE, TWO	06/06/2000	9874563212364	20/02/2018	01/03/2020	M		Other	2	2	4	
										<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>18</b>

## Annexure A – Levy Schedule

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