



PLEASE READ THIS FIRST



PURPOSE OF THIS FORM

This form enables employers to comply with Section 27 (1) of the Employment Equity Act 55 of 1998, as amended.

This form contains the format for an Income Differential Statement to be completed by a designated employer and submitted to the Department of Employment and Labour

WHO COMPLETES THIS FORM?

All designated employers must submit a report in terms of Section 27(1) of the Employment Equity Act, 55 of 1998 as amended.

WHEN SHOULD EMPLOYERS REPORT?

Designated employers must submit their report annually at a Department of Employment and Labour office on the first working day of October for immediate capturing or by 15 January of the following year for online reporting.

Employers who become designated on or after the first working day of April but before the first working day of October must submit their Income Differential Statement on the first working day of October of the following year.

**Online reporting: www.labour.gov.za
Helpline: 0860101018**

NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED

SECTION A: EMPLOYER DETAILS & INSTRUCTION

Trade name	KwaZulu-Natal Department of Education
DTI registration name	KwaZulu-Natal Provincial Department of Education
DTI registration number	52
PAYE/SARS number	7550750287
UIF reference number	U550750287
EE reference number	17387
Seta classification	Education, Training and Development Practices
Industry/Sector	Community, Social and Personal Services
Bargaining Council	
Telephone number	033 846 5127
Postal address	Private Bag X9137 Pietermaritzburg
Postal code	3200
City/Town	Pietermaritzburg
Province	KwaZulu Natal
Physical address	228 Pietermaritzburg Pietermaritzburg
Postal code	3200
City/Town	Pietermaritzburg
Province	KwaZulu Natal
Details of CEO/Accounting Officer at the time of submitting this report	
Name and surname	Mr G.N. Ngcobo
Telephone number	033 392 1004
Fax number	033 392 1216
Email address	Nkosinathi.Ngcobo@kzndoe.gov.za
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and Surname	Ms N.V. Hlongwane
Telephone number	033 846 5129
Fax number	033 846 5219
Email address	Nokukhanya.Hlongwane@kzndoe.gov.za
Business type	
<input type="checkbox"/> Private Sector	<input type="checkbox"/> State-Owned Enterprise
<input type="checkbox"/> National Government	<input type="checkbox"/> Provincial Government
<input type="checkbox"/> Local Government	<input type="checkbox"/> Educational Institution
<input type="checkbox"/> Non-profit Organisation	
Information about the organisation at the time of submitting this report	
Number of employees in the organisation	<input type="checkbox"/> 150 or more
Is your organisation an organ of State?	<input type="checkbox"/> Yes
Is your organisation part of a group / holding company?	<input type="checkbox"/> No
If yes, please provide the name.	N/A
Is your organisation a public company?	<input type="checkbox"/> Yes
Year for which this report is submitted	2024/2025

SECTION B: THE FOLLOWING MUST BE TAKEN INTO CONSIDERATION WHEN COMPLETING THE EEA4 FORMS

1. The objective of the EEA4 Form is to collect information for the assessment of the remuneration gap between the highest paid and lowest paid employees and, at the same time, to assess inequalities in remuneration in relation to race and gender in the various occupational levels. It must be noted that the total number of employees in the EEA2 in each occupational level (Workforce profile table 1.1) must be taken into account when completing this form (EEA4).
2. All employees (including Foreign Nationals) must be included when completing the EEA4 form in the appropriate space provided in the table below. Temporary employees are employees employed to work for less than three months over a period of 12 months.
3. **“Remuneration”** means any payment in money or in kind, or both in money and in kind, made or owing to any person in return for that person working for any other person, including the State.
4. Remuneration (i.e. fixed and variable remuneration) contained in this form must reflect information of the same employees reflected in the EEA2 Form for the reporting period concerned across all occupational levels. The workforce in terms of race and gender must be exactly the same as the workforce outlined in the EEA2 Form.
5. All employees, including Foreign Nationals and temporary employees (i.e. those employees employed to work for less than three months) must be included when completing the EEA4 Form.
6. Calculation of remuneration must include a period of twelve months and reflect the same reporting period covered by the EEA2 Form. Where an employee had not worked for a full twelve month period, an amount equivalent to the annual remuneration must be calculated and furnished. For example, the annual equivalent for an employee who worked for three months and earned R30 000 is R120 000 (i.e. $(R30\ 000 / 3) * 12$). All remuneration amounts to be reflected in the table below must be rounded up to the nearest Rand (R) and included as **total remuneration (fixed / guaranteed remuneration plus any variable remuneration)** that was paid out for each group in terms of population group and gender.
7. No blank spaces, commas (,), full stops or decimal points (.) or any other separator should be included when capturing the remuneration information in each of the cells in the table below – for example R7 345 567.6 must be captured as R7345568 with no separators.
8. All remuneration (i.e. total cost to company) must be included in the form as annualized fixed / guaranteed remuneration and annualized variable remuneration). The information below provides inclusions and exclusions to consider when completing the EEA4 Form.

8.1 Fixed / Guaranteed remuneration includes:

- a) Salary/wage;
- b) Housing or accommodation subsidy or housing or accommodation received as a benefit in kind;
- c) Travel allowance or provision of a car, except to the extent that the allowance or the car is provided to enable the employee to work as provided for by the Fourth and Seventh Schedules of the Income Tax Act;
- d) Any cash payments made to an employee, except those listed as exclusions in terms of this schedule;
- e) Any other payments in kind received by an employee, except those listed as exclusions in terms of this schedule;
- f) Employer's contributions to medical aid, pension, provident fund or similar benefit funds;

- g) Employer's contributions to income protection, funeral or death benefit schemes; and
- h) Guaranteed (non-discretionary) annual bonus/13th cheque.

8.2 Variable remuneration includes:

- a) Short-term incentives: annual or shorter incentives and (generally) cash performance-based payments, including deferrals (commission schemes are included here);
- b) Long-term incentives: longer than one year, (usually) share-based awards and cash-based settlement that have a vesting period of more than one year must also be included, which may be retention and / or performance-based;
- c) Lump sums in respect of ongoing employment e.g. back pay and leave paid upon termination;
- d) Discretionary payments not related to an employee's hours of work or performance (for example, a retention bonus);
- e) As provided for by the Income Tax Act, the taxable benefit portion of bursaries and scholarships provided to the employee and/or relatives of the employee; and
- f) Dividends included as remuneration by the Fourth Schedule of the Income Tax Act.

8.3 Excluded:

- a) Any allowance, cash payment or payment in kind provided to enable the employee to work (for example, an equipment, tool or similar allowances or the provision of transport or the payment of a transport allowance to enable the employee to travel to and from work);
- b) Gratuities (for example, tips received from customers) and gifts from the employer;
- c) Non-employment related lump sums such as severance pay; and
- d) Dividends not included as remuneration by the Fourth Schedule of the Income Tax Act.

9. Information and Calculations

Information is required on the number of employees, including persons with disabilities, and the total remuneration in each **occupational level** in terms of the population group and gender in **Section C of the EEA4 form**.

In addition, remuneration information is required for the lowest paid individual at the lowest occupational level and the remuneration of the highest paid individual is required for each of the other occupational levels in your organisation in terms of population group and gender in **Section D of the EEA4 form**.

- 9.1 Please provide the remuneration of the employee with the **highest total remuneration** (i.e. fixed/guaranteed and variable remuneration) for each occupational level in terms of population group and gender. Where applicable, information must be provided for both males and females for Africans, Coloureds, Indians, Whites and Foreign Nationals.
- 9.2 Please provide the remuneration of the employee with the lowest total remuneration (i.e. fixed/guaranteed and variable remuneration) for the lowest occupational level in your organisation in terms of population group and gender. Where applicable, information must be provided for both males and females for Africans, Coloureds, Indians, Whites and Foreign Nationals.
- 9.3 Please provide the **average/ mean remuneration**, the **median remuneration** and the **remuneration gap** as required in **Section E of the EEA4 Form**.

SECTION C: WORKFORCE PROFILE AND TOTAL REMUNERATION

4 of 7 EEA4

Please use the table below to indicate the number of employees, including persons with disabilities, and the total remuneration in terms of population group and gender for each occupational level. In addition, please provide the total remuneration per occupational level in your organisation.

Occupational levels	MALE					FEMALE					FOREIGN NATIONALS		Total
	A		C	I	W	A	C	I	W		M	F	
Top Management	Number of employees	4	0	1	0	1	0	0	0	0	0	0	6
	Total remuneration	7487956	0	1734996	0	1605912	0	0	0	0	0	0	10828864
Senior Management	Number of employees	27	0	2	0	20	0	1	0	0	0	0	50
	Total remuneration	33870487	0	2376253	0	24976549	0	1153229	0	0	0	0	62376517
Professionally qualified and experienced specialists and mid-management	Number of employees	6173	77	697	145	8447	128	1243	348	1	0	0	17259
	Total remuneration	40482023	51014287	47015749	99587357	50376549	79365430	75895209	21366357	95310	0	0	10759550731
Skilled technical, academically qualified and, junior management,	Number of employees	16778	65	850	190	46631	371	4153	1183	7	1	0	70229
	Total remuneration	69481866	27004301	35682254	79463516	19609572	15494913	17389653	49205222	29500	43294	0	29410399171
Semi-skilled and discretionary decision making	Number of employees	3674	13	118	7	3346	41	204	95	0	0	0	7498
	Total remuneration	84046088	2741857	31683927	1581129	89661473	10355345	53841263	25976925	0	0	0	1863256057
Unskilled and defined decision making	Number of employees	941	5	27	5	1474	6	16	2	0	0	0	2476
	Total remuneration	16541645	874644	4528999	886010	26536755	1048563	2943860	338605	0	0	0	441404691
TOTAL PERMANENT	Number of employees	27597	160	1695	347	59919	546	5617	1628	8	1	0	97518
	Total remuneration	12043624	81635088	86730421	18151801	25835792	24571847	25558557	73203132	39031	43294	0	42547816033

Temporary employees	Number of employees	3797	3	44	2	27287	63	420	54	0	2	31672
	Total remuneration	140751600	220081	2627355	285478	1172902604	4202779	41685683	7200411	0	443619	1370319610
TOTAL	Number of employees	31394	163	1739	349	87206	609	6037	1682	8	3	129190
	Total remuneration	12184376465	81855170	869931568	181803492	27008694770	249921256	2597541436	739231734	3903185	876568	43918135643

SECTION D: FIXED / GUARANTEED AND VARIABLE REMUNERATION

Please provide the remuneration of the employee with the **highest total remuneration** (i.e. **fixed/guaranteed and variable remuneration**) in terms of population group and gender for all the occupational levels, **except for the lowest occupational level in your organisation**. Please provide the remuneration of the employee with the **lowest total remuneration** in your organisation in terms of population group and gender. Where a choice has to be made between two employees with the same total remuneration, i.e. one employee having a higher fixed/guaranteed remuneration and the other employee having a higher variable remuneration, the employee with the higher variable remuneration, **except at the lowest occupational level, wherein an employee with the lowest variable remuneration** should be chosen when completing the form below.

Occupational levels		MALE				FEMALE				FOREIGN NATIONALS		
		A	C	I	W	A	C	I	W	M	F	
Top Management	Fixed / Guaranteed	2263044	0	1734996	0	1605912	0	0	0	0	0	
	Variable	29064	0	0	0	0	0	0	0	0	0	
	Total Remuneration	2292108	0	1734996	0	1605912	0	0	0	0	0	
Senior Management	Fixed / Guaranteed	1497419	0	1282328	0	1444784	0	1149635	0	0	0	
	Variable	21065	0	0	0	4710	0	3594	0	0	-0	
	Total Remuneration	1518484	0	1282328	0	1449494	0	1153229	0	0	0	
Professionally qualified, experienced specialists and mid-management	Fixed / Guaranteed	2730019	834302	2301638	2052385	2314808	1487854	1967590	1845515	953109	0	
	Variable	3996396	461173	149206	443251	533365	6372	404913	339562	0	0	
	Total Remuneration	6726414	1295475	2450844	2495636	2848173	1494226	2372503	2185077	953109	0	
Skilled technical, academically qualified and, junior management,	Fixed / Guaranteed	1334518 7290	5145282 9,88	656359370 ,5	1505726 57,6	1942349 9864	297575222 ,8	3328956 036	94936491 4,3	5392573, 84	790936,1 8	
	Variable	558295	63619	396192	260309	788083	86736	960785	291541	86355	37481	
	Total Remuneration	1334574 5585	5151644 8,88	656755562 ,5	1508329 66,6	1942428 7947	297661958 ,8	3329916 821	94965645 5,3	5478928, 84	828417,1 8	
Semi-skilled and discretionary decision making	Fixed / Guaranteed	425589	251295	467089	275865	447015	446852	482068	263841	0	0	
	Variable	244933	2926	262263	4292	237350	89879	140167	131113	0	0	

	Total Remuneration	670522	254221	729351	280157	684365	536731	622235	394953	0	0
Unskilled and defined decision making	Fixed / Guaranteed	136138	159518	141713	141713	137758	155506	138986	151034	0	0
	Variable	491	2337	491	491	819	12347	491	1639	0	0
	Total Remuneration	136629	161855	142204	142204	138577	167853	139477	152673	0	0

SECTION E: AVERAGE AND MEDIAN REMUNERATION AND THE REMUNERATION GAP

Please note the **average/ mean remuneration** involves adding up a number of amounts in remuneration and dividing the total by the total number of employees included in the total. The '**median**' is the "middle" value in a list of payments (i.e. remuneration) ranked from lowest to highest.

What is the average annual remuneration of the top 10% of your <u>top earners</u> ?	Average Annual Remuneration	R699455
What is the average annual remuneration for the bottom 10% of your <u>bottom earners</u> ?	Average Annual Remuneration	R119075
What is the <u>median earners</u> remuneration in your organisation?	Median Earners Remuneration	R 430225
Please indicate whether your organisation has a policy in place to address and close the vertical gap between the highest and lowest paid employees in your workforce? (Mark with X)	YES	x
	NO	
How many times (e.g. 10x, 15x, 20x) is the vertical gap between the highest and lowest paid worker in your organisation in terms of the policy?	15x	
Is the remuneration-gap between the highest and lowest paid employees in your organisation aligned to your policy? (Mark with X)	YES	x
	NO	
Are AA measures to address the remuneration gap included in your EE Plan? (Mark with X)	YES	
	NO	x
Please indicate a key reason for the Income Differentials that apply to your organisation. (Mark with X)	a) Seniority/ length of service	x
	b) Qualifications	x
	c) Performance	
	d) Demotion	
	e) Experiential training	x
	f) Shortage of skill	
	g) Transfer of business	

SECTION F: Signature of the Chief Executive Officer/Accounting Officer

Chief Executive Officer /Accounting Officer

I NKOSINATH NGCIBO (full Name) CEO/Accounting Officer of _____

hereby declare that I have read, approved and authorized this information.

Signed on this 30th day of October (month) year 2025

At (place): PIETERMARITZBURG

Chief Executive Officer/Accounting Officer