



**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](http://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
<b>Postal address</b>	Private Bag X9137 Pietermaritzburg
Postal code	3200
City/Town	Pietermaritzburg
Province	KwaZulu Natal
<b>Physical address</b>	228 Pietermaritzburg Pietermaritzburg
Postal code	3200
City/Town	Pietermaritzburg
Province	KwaZulu Natal
<b>Details of CEO/Accounting Officer at the time of submitting this report</b>	
Name and surname	Mr G.N. Ngcobo
Telephone number	033 392 1004
Fax number	033 392 1216
Email address	Nkosinathi.Ngcobo@kzndoe.gov.za
<b>Details of Employment Equity Senior Manager at the time of submitting this report</b>	
Name and Surname	Ms N.V. Hlongwane
Telephone number	033 846 5129
Fax number	033 846 5219
Email address	Nokukhanya.Hlongwane@kzndoe.gov.za
<b>Business type</b>	
<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	
<b>Information about the organisation at the time of submitting this report</b>	
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	2023/2024

## 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/13<sup>th</sup> 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

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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	3	0	1	0		2	0	0	0		0	0	6	
	Total remuneration	5246681	0	1512195	0		3406744	0	0	0		0	0	10165621	
Senior Management	Number of employees	30	0	2	0		22	0	1	0		0	0	55	
	Total remuneration	35576761	0	2272626	0		25933548	0	1123828	0		0	0	64906762	
Professionally qualified and experienced specialists and mid-management	Number of employees	6204	84	821	157		8202	136	1347	377		1	0	17329	
	Total remuneration	3852506602	52007217	526403767	102190446		4688902561	80481800	787068456	221661134		907161	0	10312129143	
Skilled technical, academically qualified and, junior management,	Number of employees	16440	65	879	196		46881	388	4314	1260		19	6	70448	
	Total remuneration	6478133339	259259398	350933918	78962870		18755056290	154445504	1712197380	496698100		7783962	2425089	28062562391	
Semi-skilled and discretionary decision making	Number of employees	3819	13	125	8		3446	43	216	104		2	0	7776	
	Total remuneration	804622400	2603522	30627626	1742014		844946284	10336466	52924360	26133893		480832	0	1774417396	
Unskilled and defined decision making	Number of employees	998	5	30	6		1571	10	19	2		0	0	2641	
	Total remuneration	164189774	932747	4772929	921764		261488467	1634275	3148082	300151		0	0	437388188	
TOTAL PERMANENT		27494	167	1858	367		60124	577	5897	1743		22	6	98255	

	Total remuneration	11340275 556	81469425	91652305	18381709	24579733	24689804	25564621	74479327	91719	24250	40661569500
	Number of employees	3973	5	50	3	27471	65	421	63	1	2	32054
Temporary employees	Total remuneration	13651565 6	160996	2728016	581621	11596907 63	4791510	39122644	6827326	37175 6	64455 4	1351434843
	Number of employees	31467	172	1908	370	87595	642	6318	1806	23	8	130309
TOTAL		11476791 212	81630421	91925107 5	18439871 5	25739424 658	25168955 4	25955847 50	75162060 4	95437 11	30696 43	42013004343

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## 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	2160680	0		1512195	0	1725415	0	0	0	0	0	0
	Variable	0	0	0	0	0	123048	0	0	0	0	0	0
	Total Remuneration	2160680	0		1512195	0	1848462	0	0	0	0	0	0
Senior Management	Fixed / Guaranteed	1422802	0		1220567	0	1358410	0	1120314	0	0	0	0
	Variable	0	0	0	0	0	3342	0	3513	0	0	0	0


	Total Remuneration	1422802	0	1220567	0	1361752	0	1123828	0	0	0
Professionally qualified, experienced specialists and mid-management	Fixed / Guaranteed	2679818	1020640	2203970	2065133	1455349	1397476	1864705	1753690	907161	0
	Variable	294305	1046	99086	159306	1344517	7677	298411	156655	0	0
	Total Remuneration	2974123	1021686	2303057	2224438	2799867	1405153	2163116	1910345	907161	0
Skilled technical, academically qualified and, junior management,	Fixed / Guaranteed	6233248704	24818724,92	334160248,9	74841864,26	18212837100	149203131,6	1651544729	481721536,6	7488959,05	2306363,22
	Variable	1991418	234240	325545	426269	430474	541544	1307289	245463	79541	4270
	Total Remuneration	6235240122	25052964,92	334485793,9	75268133,26	18213267574	149744675,6	1652852018	481966999,6	7568500,05	2310633,22
Semi-skilled and discretionary decision making	Fixed / Guaranteed	436656	195075	433343	251980	423211	393092	449552	271586	188609	0
	Variable	196559	61222	165963	5039	184375	100277	151574	120319	39549	0
	Total Remuneration	633215	256297	599306	257018	607586	493369	601126	391905	228158	0
Unskilled and defined decision making	Fixed / Guaranteed	117910	146524	129074	140200	113523	145951	135821	140360	0	0
	Variable	0	3865	0	0	0	5034	0	2400	0	0
	Total Remuneration	117910	150389	129074	140200	113523	150985	135821	142759	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	R665093
What is the average annual remuneration for the bottom 10% of your <u>bottom earners</u> ?	Average Annual Remuneration	R321164
What is the median <u>earners</u> remuneration in your organisation?	Median Earners Remuneration	R410716
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	x
	NO	
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	

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

<b>Chief Executive Officer /Accounting Officer</b>	
I <u>GN Ngcobo</u>	(full Name) CEO/Accounting Officer of
_____	
hereby declare that I have read, approved and authorized this information.	
Signed on this <u>28<sup>th</sup></u>	day of <u>November</u> (month) year <u>24</u>
At (place): <u>PIETERMARITZBURG</u>	_____
<u></u>	
<b>Chief Executive Officer/Accounting Officer</b>	