



**2020 ADDENDUM TO THE APRIL, 2019 TO MARCH,
2021 COLLECTIVE AGREEMENT**

BETWEEN

**THE ZAMBIA PUBLIC PROCUREMENT AUTHORITY
(ZPPA)**

AND

**THE ZAMBIA UNION OF FINANCIAL INSTITUTIONS AND
ALLIED WORKERS
(ZUFIAW)**

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APPROVED

REPUBLIC OF ZAMBIA
MINISTRY OF LABOUR

23 FEB 2020

LABOUR COMMISSION

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REPUBLIC OF CHINA
DEPARTMENT OF LABOUR
23 FEB 2020
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1. Introduction

The 2020 Collective Agreement on salaries and housing allowance is an amendment to the April, 2019 to March, 2021 Collective Agreement. This agreement was negotiated upon in line with Clause A of the Preamble of the said Collective Agreement. The clause provides for review of salaries and allowances on an annual basis within the duration of the Collective Agreement. Further, other conditions already agreed upon in the April, 2019 to March, 2021 Collective Agreement shall continue to apply as agreed.

2. Probation Period

2.1 Every employee appointed on contract and on permanent and pensionable service shall be appointed on probation for a period of three (3) months and at the end of which, the employee shall:

- (a) be confirmed in the position if their performance is satisfactory;
- (b) have their probation extended for a specific period not exceeding three (3) months if their performance requires further review; or
- (c) have the appointment terminated if their performance is not satisfactory.

2.2 During the probation period, either party may terminate employment by giving the other twenty-four hours (24) notice. In lieu of such notice, either party shall pay the other the equivalent of twenty-four (24) hours' worth of the monthly basic salary."

2.3 The Probation period shall not apply to a contract of employment of less than three (3) months.

3. Remuneration

3.1 Basic Salary

ZPPA shall pay an employee a basic salary in equal monthly instalments and in arrears based on the Authority's salary scale and in accordance with the employee's letter of appointment.

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3.2 Salary

The revised salary for Unionised staff taking into account the salary increase of K800.00 gross pay across the board for ZPPA 06 to ZPPA 10 effective 1st April, 2020 is as shown below:

Scale	Notch Value	Notch 1	Notch 2	Notch 3	Notch 4	Notch 5	Notch 6	Notch 7	Notch 8	Notch 9	Notch 10	Notch 11
ZPPA06	900.00	14,715.00	15,615.00	16,515.00	17,415.00	18,315.00	19,215.00	20,115.00	21,015.00	21,915.00	22,815.00	23,715.00
ZPPA07	700.00	10,480.00	11,180.00	11,880.00	12,580.00	13,280.00	13,980.00	14,680.00	15,380.00	16,080.00	16,780.00	17,480.00
ZPPA08	500.00	7,455.00	7,955.00	8,455.00	8,955.00	9,455.00	9,955.00	10,455.00	10,955.00	11,455.00	11,955.00	12,455.00
ZPPA09	300.00	5,706.00	6,006.00	6,306.00	6,606.00	6,906.00	7,206.00	7,506.00	7,806.00	8,106.00	8,406.00	8,706.00
ZPPA10	160.00	4,724.80	4,884.80	5,044.80	5,204.80	5,364.80	5,524.80	5,684.80	5,844.80	6,004.80	6,164.80	6,324.80

4. Housing Allowance

The Authority shall pay housing allowance at the rate of 5% of basic salary on a monthly basis effective 1st May, 2020.

5. Family Responsibility Leave

The Authority shall grant Family Responsibility Leave to an employee as follows:

5.1 An employee who has worked for a period of six (6) months or more, shall be granted leave of absence with pay for a period not exceeding seven (7) days in a calendar year to enable the employee to nurse a sick spouse, child or dependant, except that the Authority may, before granting that leave, require the employee to produce a certificate from a medical doctor certifying that the spouse, child or dependant is sick and requires special attention.

5.2 An employee will be entitled to three (3) paid leave days per year to cover responsibilities related to the care, health or education for that employee's child, spouse or dependant'; and

5.3 The days taken as leave under this section shall not be cumulative or deducted from the employee's accrued leave days.

6. Compassionate Leave

6.1 The Authority shall grant compassionate leave not exceeding ten (10) working days on:

at or parent; or
und.

passionate leave days, such days shall
shall be deducted from the accrued

leave of one hundred (100) calendar
ees who have served for a minimum
lowing their employment or two (2)

ternity leave days, such days shall be
l be deducted from the accrued leave

he shall be allowed a one (1) hour
orking day, at a time convenient to the
s from the date of delivery.

o a premature child is entitled to an
period that shall be recommended by

continuous employment with the
months and suffers a miscarriage
or bears a still born child is entitled
mediately after the miscarriage or still
till birth shall be duly certified by a

ernity leave under subsection 7.1, the
ch the employee held immediately
asonably suitable job on terms and
ose which applied to the employee

on expiry of maternity leave before
l of the Authority, proceed on sick,
which the employee is entitled.

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- 7.8 A female employee shall give notice in writing as may be reasonable in the circumstances, to the Authority, of that employee's intention to proceed on maternity leave on a specified date and to return to work thereafter.
- 7.9 A female employee shall not forfeit that employee's annual leave entitlement under section 7.1 because of having taken maternity leave.
- 7.10 In this section, "premature child" means a child born before thirty-seven weeks of gestation counting from the first day of the last menstrual cycle.

8. Fitness to Resume Work

A female employee shall not resume work within six (6) weeks from the date of the delivery of the employee's child, unless a medical doctor certifies that the employee is fit to resume work.

9. Protection against dismissal connected with maternity leave

The Authority shall not, as a result of an employee's pregnancy or maternity leave:

- 9.1 terminate that employee's employment;
- 9.2 impose any penalty or disadvantage the employee; or
- 9.3 adversely change a condition of employment in respect of that employee.

10. Paternity Leave

- 10.1 A male employee who remains in continuous employment with the Authority for a period of twelve (12) months shall be granted paternity leave of five (5) working days on full pay after the birth of a child if:
- (a) the employee is the father of the child;
 - (b) the employee has submitted to the Authority a birth record of the child; and
 - (c) the leave is taken within seven days of the birth of a child.
- 10.2 Where there is need for additional paternity leave days, such days shall be applied for in the normal way and shall be deducted from the accrued leave days of the employee.

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11. Mother's Day

A female employee is entitled to one day's absence from work each month without having to produce a medical certificate or give reason to the Authority. Mother's Day shall not be cumulative from one month to another.

12. Protection from Harmful Work

12.1 The Authority shall not require a female employee to perform work in excess of a normal day's work, two months before the employee's estimated date of delivery.

12.2 Subject to a recommendation by a health practitioner, a female employee who is pregnant shall not perform duties requiring continuous standing; or that may be detrimental to that employee's health and that of the employee's unborn child;

12.3 The Authority shall, where a pregnant or nursing employee performs work that is detrimental to the employee's health or that of the employee's child or unborn child, offer the employee suitable alternative employment, if practicable, on terms and conditions that are not less favourable than that employee's terms and conditions of employment; and

12.4 The Authority shall exempt a female employee from working at night, if the employee is pregnant and in the third trimester of pregnancy; or nursing a child who is aged six months or below.

13. Water and sanitation

13.1 The Authority shall ensure that an employee receives an adequate supply of water and sanitation facilities at the workplace; and

13.2 Water and sanitation shall be managed in accordance with the Occupational Health and Safety Policy.

14. Forced Leave

The Authority shall, where an employee is sent on forced leave, pay the employee basic pay during the period of the forced leave. The pay may be made in line with the statutory instrument issued by the Minister responsible for Labour prescribing the circumstances under which an employee is required to be sent on forced leave.

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15. Suspension of employee

Where the Authority reasonably believes that an employee has breached the Authority's Disciplinary Code and the Authority decides to suspend the employee, the suspension shall be done in accordance with the Authority's Disciplinary Code.

16. Summary Dismissal

The Authority shall not dismiss an employee summarily except in the following circumstances:

- 16.1 where an employee is guilty of gross misconduct inconsistent with the express or implied conditions of the contract of employment;
- 16.2 for willful disobedience to a lawful order given by the Authority;
- 16.3 for lack of skill which the employee, expressly or impliedly, is warranted to possess;
- 16.4 for habitual or substantial neglect of the employee's duties;
- 16.5 for continual absence from work without the permission of the Authority or a reasonable excuse; or
- 16.6 for a misconduct under the Authority's disciplinary rules where the punishment is summary dismissal.


17. Right to wages on dismissal for lawful cause

When the Authority summarily dismisses an employee, they shall pay the employee, on dismissal, the wages and other accrued benefits due to the employee up to the date of the dismissal.

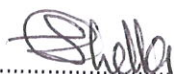
18. ENDORSEMENT

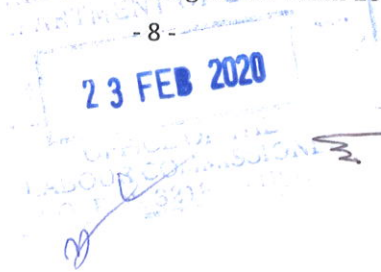
The Addendum is agreed and signed for by the Representatives for ZPPA and ZUFIAW on this 10th day of September, 2020.

For and on behalf of
Zambia Public Procurement
Authority

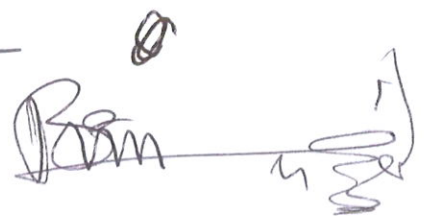

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Mr. Christopher Chichoni
Director General

In the presence of


.....
Mrs. Idah C. Chella
Director-Human Resource and Administration
Management Team Leader



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Mrs. Vida M. Kamanya
Director Compliance Monitoring
Chairperson, Collective Bargaining Unit

For and on behalf of Zambia
Union of Financial Institutions
and Allied Workers

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Mr. Chingati Msiska
General Secretary- ZUFIAW

In the presence of

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.....
Ms. Lusa Pellama Mulanda
ZUFIAW Team Leader

.....
Mr. Kwibisa M. Machokoto
ZUFIAW Branch Chairperson

.....
Mr. George Simwinga
ZUFIAW Branch Secretary

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