

STATISTICS ACT
(Cap. 17 : 01)

SURVEY OF WAGES REGULATIONS, 1994
(Published on 27th May, 1994)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
2. Authorization to conduct a survey
3. Service of questionnaire on persons
4. Questionnaire to be answered
5. Penalties

SCHEDULE

IN EXERCISE of the powers conferred on the Minister of Finance and Development Planning by section 15 of the Statistics Act, the following Regulations are hereby made —

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| Citation | 1. These Regulations may be cited as the Survey of Wages Regulations, 1994. |
| Authoriza-
tion to conduct
a survey | 2. The Government Statistician may direct any authorized officer to conduct a survey on the wages and salaries paid to citizen employees engaged in certain occupations in order to obtain data on trends in wage rates for those occupations to enable Government to formulate a Wage Rate Index for Botswana. |
| Service of
questionnaire
on persons | 3. (1) The Government Statistician may serve or cause to be served on any person, a questionnaire in the form set out in the Schedule hereto.
(2) A questionnaire served in accordance with subregulation (1) shall be accompanied by a Government of Botswana official envelope addressed to the Government Statistician, Central Statistics Office, Private Bag 0024, Gaborone, and marked "Statistics". |
| Questionnaire
to be
answered | 4. (1) Subject to subregulation (2), any person on whom a questionnaire is served shall, within 30 days of receipt of such questionnaire, complete, sign and return it, enclosed in the official envelope accompanying the questionnaire, to the Government Statistician.
(2) Where a person on whom a questionnaire is served is unable to complete it, he shall furnish the information sought in the questionnaire verbally to an authorized officer in the Central Statistics Office in Gaborone or in the Regional Statistics Office in Francistown. |
| Penalties | 5. Any person who, without reasonable cause, fails to comply with the provisions of regulation 4, shall be guilty of an offence and shall be liable to a fine not exceeding P50,00 or, in the case of a continuing offence, to a fine of P2,00 for every day during which the offence continues. |



REPUBLIC OF BOTSWANA

Central Statistics Office
Private Bag 0024
Gaborone

Tel: 352200

Fax: 352201

Date sent

SURVEY OF WAGES

This enquiry asks for information for the month of:

The purpose of this enquiry is to obtain information on wages and salaries paid during the above month to citizen employees and piece workers engaged in specific occupations.

For each of the occupations listed on the reverse of this form please record:

A. For employees on your payroll:

The total number employed full-time as on the last day of the month

The total payments made to these employees for the reference month

Note: include allowances but exclude overtime payments, gratuities and payments in kind

The normal hours worked per week by those with this occupation.

Note: exclude any overtime worked

B. For piece workers employed during the reference month:

The total payments to all piece workers with this occupation

The total hours worked during the month by these piece workers:

Please check through the list of GENERAL occupations in addition to those relating to your company's specific economic activity. So we would expect a Construction company to respond to the General section and the Construction section; and we would expect a Manufacturing company to respond to the General section and the Manufacturing section.

Please ensure that the number of workers you report as having a particular occupation are citizens of Botswana and that they meet the criteria set out under "minimum qualifications" and "minimum work experience".

In accordance with the Statistics Act all information supplied in response to this enquiry will be treated in the strictest confidence.

The data supplied will be used in the determination of the latest Index of Wage Rates.

If you have any queries relating to this enquiry, please contact either:

Mrs Ketso Makhumalo, Tel 352200 Ext 239

or Mr Marshall Moseki, Tel 35200 Ext 205

Alternatively you could contact Mr G. Nfakose at the Regional Statistics Office in Francistown, Tel 215848

PLEASE TURN OVER TO FILL IN THE REQUIRED INFORMATION.

DECLARATION

I, the undersigned, hereby certify that the information supplied overleaf is correct and complete to the best of my knowledge.

Signature

Date

Name and Address (Block Letters)

Tel.

SURVEY OF WAGE RATES

Note: Citizens only

Occupation	Minimum qualifications	Minimum work experience	Code	A Earnings paid to citizen employees on the payroll			B Earnings paid to citizen piece workers (if any)	
				Total employed during reference period	Total payments (in Pula) to these employees during reference period	Normal hours worked per week	Total payments (in Pula) to all piece workers during reference period	Total hours worked by piece workers during ref. period
				a1	a2	a3	b1	b2
GENERAL								
General Labourer	Nil	Nil	01					
Cleaner	Sidd VII	Nil	02					
Messenger	Sidd VII	Nil	03					
Security Guard	Sidd VII	1 year	04					
Nightwatchman	Nil	Nil	05					
Receptionist	JC	1 year	06					
Switchboard Operator	JC	1 year	07					
Accounts/Bookkeeping Clerk	Certificate	1 year	08					
General Office Clerk (e.g. filing clerk)	JC	1 year	09					
Typist, WP Operator, Data Entry Clerk	JC	1 year	10					
Light Duty Driver (car, taxi, van, minibus)	Sidd VII	1 year	11					
Heavy Duty Driver (trucks and lorries)	Sidd VII	2-3 yrs	12					
General Manager	Degree	6-10 yrs	13					
Branch Manager	O level	4-5 yrs	14					
Accountant	Degree	4-5 yrs	15					
Civil Engineer	Degree	4-5 yrs	16					
Computer Technician	Diploma	4-5 yrs	17					
Computer Programmer	Degree	4-5 yrs	18					
CONSTRUCTION								
Bricklayer, Plasterer	Trade Test B	2-3 yrs	19					
Carpenter, Joiner	Trade Test B	2-3 yrs	20					
Plumber	Trade Test B	2-3 yrs	21					
Electrician	Trade Test B	2-3 yrs	22					
Shutter Hands and Steel Fixers			23					
Building Trades Helper	Nil	1 year	24					
Chargehand	Sidd VII	2-3 yrs	25					
Site Agent / Clerk of Works			26					
MANUFACTURING								
Machine Attendant	Sidd VII	Nil	27					
Machine Operator	Sidd VII	2-3 yrs	28					
Machinist	Apprenticeship	1 year	29					
Packer	Sidd VII	1 year	30					
Production/Operations Manager			31					
RETAIL TRADE								
Sales Assistant	Sidd VII	Nil	32					
Salesman or Saleswoman	JC	1 year	33					
Sales Supervisor	JC	4-5 yrs	34					
Cashier	Sidd VII	1 year	35					
Shop Manager	JC	4-5 yrs	36					
HOTELS, RESTAURANTS, LODGES								
Cook	Sidd VII	1 year	37					
Waiter / Waitress or Barman	Sidd VII	1 year	38					
Room Maid	Nil	Nil	39					
MINING								
Mining Foreman	O Level	2-3 yrs	40					
Mining Plant Operator	JC	2-3 yrs	41					
Blasting Licence Holder	Sidd VII	2-3 yrs	42					
Driller	Sidd VII	1 year	43					
Mining Plant Attendant	Nil	1 year	44					
BANKING								
Assistant Bank Manager	Cambridge	6-10 yrs	45					
Bank Clerk or Teller	Cambridge	1 year	46					
Bank Supervisor	Cambridge	4-5 yrs	47					

MADE this 17th day of May, 1994.

F.G. MOGAE,
*Minister of Finance and Development
Planning.*

L2/7/150 IV