

EE Occupational Level ↔ Grade Mapping Checklist

Divine ICTP · Johannesburg · Free Field kit · Updated Sep 2026

Not legal advice. Not an Employment Equity certificate. Not an equal-pay legal opinion.

This checklist is a **human-capital hygiene** aid only. Mapping grades to EE occupational levels, applying the Employment Equity Act, the Code of Good Practice on Equal Pay / Remuneration for Work of Equal Value, EEA reporting (including public DoL forms such as EEA9), and any equal-pay dispute response require **qualified legal counsel** and, where applicable, your designated EE / Reward specialists. Divine ICTP does not issue EE compliance certificates, does not calculate statutory pay gaps as a legal product, and does not republish DoL forms as Divine IP. Use the Department of Employment and Labour's current public forms and guidance directly.

Purpose (2 lines)

Use this page so Reward and HR can see whether framework grades and EE occupational-level language are talking about the same jobs — and which equal-value or stale-grade items need follow-up with counsel. Tick what is true; assign owners for gaps.

A. Mapping hygiene (HC)

- Evaluation framework in force is named (e.g. Paterson Classic/Modern; or other recognised framework already in use)
- EE occupational-level vocabulary used in reporting is documented (Top Management · Senior Management · Professionally Qualified / Mid-Management · Skilled Technical · Semi-skilled · Unskilled — as your EE practice applies)
- A working crosswalk exists: **occupational level** ↔ **framework grade / band** for roles in the EE workforce plan
- Crosswalk owner named: _____ · last reviewed: _____
- DoL public form / annexure references (e.g. EEA9) are used as **client reporting aids** — not copied into Divine materials as proprietary content
- Public Service grades in group (if any) are **not** forced into a private Paterson table without separate treatment (DPSA Compensate–Evaluate where in scope)

B. Equal-value flags (process — not a legal finding)

Flag for HR/legal follow-up. Do not treat a tick as a determination of discrimination or compliance.

- Roles graded as equal (or near-equal) value with **material pay differences** are listed
- Justifications on file (if any) are labelled as client/HR/legal artefacts — not Divine conclusions
- Gender / race / other protected-characteristic patterns in anomalies are escalated to counsel / EE forum per client policy
- Bargaining-unit vs non-bargaining differences are noted where they affect the story RemCo hears

Flag ID	Role A	Role B	Grade / level note	Pay difference noted? (Y/N)	Owner for follow-up	Status

C. Stale-grade refresh triggers

Schedule refresh when any of the following is true:

- Job content changed (span, decision rights, regulation, organisation redesign)
- Role used in a prior pay audit or EE narrative without a current JD

- Acting arrangement longer than client policy window
- Grade older than agreed currency window: _____
- Merger / acquisition / shared-services redesign
- RemCo or board asked for grade currency before rem policy / implementation narrative

Role	Last graded	Trigger	Refresh due	Owner

D. What this checklist does not do

- Certify EE compliance or “fair pay” under statute
- Replace counsel on equal-pay claims or CCMA strategy
- Publish national salary tables or Divine medians
- Deliver Peromnes® / T.A.S.K.® / Hay Guide Chart scoring
- Equate DPSA Public Service grading with Paterson

E. Hand-off

Artefact	Owner	Next forum
Updated crosswalk		EE / Reward forum
Equal-value flag list		Counsel / HR
Stale-grade refresh plan		Grading committee
Rem narrative inputs (grades/bands only)		RemCo secretariat (HC pack)

Framework reminder

Grades = job, not person. JE ≠ performance appraisal.

Paterson — common in many private / SOE / SETA estates; not a salary engine.

Peromnes® / T.A.S.K.® — proprietary; Divine does not licence or deliver them.

Public Service — Compensate–Evaluate (DPSA), not Paterson.

Discuss grade currency and RemCo-ready packs: jurgen@divineict.co.za · 082 900 2742 ·

www.divineict.co.za Enquire:

<https://www.divineict.co.za/index.html?engagementType=remco-readiness#contact> Parent guides:

</guides/paterson-job-grading-south-africa.html> · </guides/remco-readiness-grades-and-bands.html>

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