

YOUNG PEOPLE PRACTICAL TRAINING POLICY

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1 DEFINITIONS

TRAINEES-	A COLLECTIVE reference name for learners, interns and In service trainee.
LOCAL PEOPLE”-	Local people shall refer to the bona fide citizens and residents of the Matatiele Local Municipal area that are registered as voters within the area of jurisdiction of the Matatiele Local Municipal area.
EXPERIENTIAL TRAINEES-	a collective reference name for learners, experiential in-service trainees, interns and In- service trainees. All that have obtained their qualification from any recognised learning institution.
a) Interns-	a graduate who has been appointed with the intention to gain a minimum experience in a specific field of study. One normally appointed for a period of 01 to 03 years and under exceptional circumstances, upon motivation, approved by the Municipal Manager, appointment may be extended to a maximum of three and half years.
b) In- service trainee-	one who has not qualified yet, but have to gain a practical experience towards his/her qualification. The period required is from a minimum of 04 to a maximum of 24 months, and under exceptional circumstances, upon motivation, approved by the Municipal Manager, appointment may be extended to a maximum of two and half.
c) Learnership -	studying towards a trade qualification while working, i.e. concentrating on more practical and less theory. It normally takes 12 months to be completed.

2 OBJECTIVES

- 2.1. To create a framework for establishment of an experiential training programme within the Municipality.**
- 2.2. To regulate intake and discharge of experiential trainees/interns within the Municipality.**
- 2.3 To provide an experiential training and skilling opportunity to tertiary institution and school leavers who are in destitute circumstances.**
- 2.4 To fulfil social responsibility obligations of the Municipality.**
- 2.5 To mitigate the risks of staff shortage and financial constraints within the Municipality through utilisation of experiential trainees for menial duties.**
- 2.6 To embrace ideals and objectives of the National Development Plan and New Growth Path and Accelerated Shared Growth Initiative of South Africa (ASGISA).**

3 LEGAL FRAMEWORK AND REQUIREMENTS

- 3.1 This policy is premised on the relevant provisions of the Skills Development Act (97 of 1998) and Labour Relations Act (66 of 1995;**

- 3.2. It also derives its legitimacy from the Municipal Structures Act (117 of 1998), Municipal Systems Act (32 of 2000), Employment Equity Act (55 of 1998),;
- 3.3. This policy will be implemented in terms of the objects of other relevant sister policies within the Municipality.
- 3.4. This policy is implemented in furtherance of the spirit of the Basic Conditions of Employment Act (75 of 1997) in so far as this Act can affect the engagement of interns, learners and experiential trainees within the Municipality.
4. **RECRUITMENT PROCEDURE AND CRITERIA FOR SELECTION OF INTERNS, LEARNERS, AND IN - SERVICE TRAINEES.**
- 4.1. Interns, learners, in – service trainees and interns shall be recruited through placement and/or of an advertisement on a notice board on and in the local newspaper in each.
- 4.2. Notwithstanding the requirements of 3.1 above, prospective interns and in service trainees may be placed without advertisement under exceptional circumstances.
- 4.3. All prospective experiential trainees shall be required to be in possession of National Qualification Framework (NQF) level 3 to 4.
- 4.4. All prospective interns shall have a prescribed minimum qualification or academic requirement as per requirements of the internship programme concerned.
- 4.5. All prospective learners shall have a prescribed minimum grade as per the requirements of the learnership programme.
- 4.6. All prospective in service trainees shall meet minimum requirements of the academic programme concerned.
- 4.7. Recruitment for learnerships shall be done through a notice in the local newspaper immediately after the Local Government Sector Education and Training Authority (LGSETA) has submitted a letter of approval to the Matatiele Local Municipality as per LGSETA requirements, or any SETA.
- 4.8. All prospective trainees shall, in response to a particular notice or advertisement, submit to the Corporate Services Department: Human Resource Management (HR) Section the following documents:
 - (i) A detailed curriculum vita
 - (ii) Certified copies of academic certificates and ID
 - (iii) A letter of recommendation for undergoing an experiential training programme, issued by the academic institution where applicable.
 - (iv) Proof of residence.
- 4.9. A shortlisting panel duly constituted in terms of the Employment Policy and Standard Operating Procedures, shall conduct shortlisting of candidates for a specific programme, in terms of the specifications mentioned in the notice.
- 4.10. The shortlisted candidates for all Internship programmes shall be invited for interview on a date to be determined by the Shortlisting Panel.
- 4.11. The in- service trainees shall not be subjected to interviews, but may be required to submit a one page motivation with their application.

- 4.12. The members of the Shortlisting Panel shall also constitute an interviewing panel for selection of suitable Trainees (Interns).
- 4.13. Appropriate questions to be asked in the interviews shall be jointly formulated in advance by the Corporate Services Department and the line department concerned as and when necessary.
- 4.14. The Interviewing Panel shall assess the performance of each candidate against the specifications contained in the notice.
- 4.15. The Interviewing Panel shall, on the basis of the overall performance of each candidate, make a recommendation for the placement of the preferred candidate.
- 4.16. The Corporate Services Department shall, upon receipt of the recommendation of the Interviewing Committee, prepare a memorandum on recommendation for appointment of a particular candidate as a trainee to the Municipal Manager for consideration.
- 4.17. Upon approval of the recommendation by the Municipal Manager, a letter of appointment of the candidate, as respective trainee (whether in-service trainee or intern), shall be issued by the Corporate Services Department.
- 4.18. The candidate, to whom a training opportunity has been offered, shall be required to sign off acceptance of the training opportunity within 72 hours after receipt of the written offer of the training opportunity by the Municipality.
- 4.19. Failure to sign off acceptance may lead to nullification of the offer by the Municipality.
- 4.20. Candidates who decline offers shall be required to do so in writing.
- 4.21. As a contingency measure, the interviewing panel shall be expected to make a second and third choice candidate for consideration in the event of unavailability of the first candidate.
- 4.22. Should the appointed trainee leave the training programme within a period of six months with effect from the date of engagement, the municipality shall reserve a right to appoint a second or third choice candidate as recommended by the interviewing committee subject to their availability.
- 4.23. Applicants or candidates for positions of trainees shall not be reimbursed for travelling costs to and from places of interview, and testing when necessary.
5. **ADMINISTRATIVE REGULATIONS ON ENGAGEMENT OF TRAINEES, DURATION OF TRAINING AND STATUS OF TRAINEES WITHIN THE MUNICIPALITY**
 - 5.1. All Departments including the Office of the Municipal Manager shall be allocated a maximum number of five in - service trainees or interns per Department in each financial year including both internally and externally funded.
 - 5.2. Training programme shall be limited to a maximum period of three (3) years per in - service trainee/intern.
 - 5.3. In service trainees and learners shall be engaged for the duration of a specific programme as may be determined.
 - 5.4. Experiential training or internship requests for shorter duration shall be considered.

- 5.5. Notwithstanding contents of clause No 5.2, the Municipality shall reserve the right to have an in - service training or internship programme shorter than or longer than eighteen months or two-year period, depending on the requirements of the programme and municipal manager's approval.
- 5.6. Notwithstanding an appointment of experiential trainees for a period of two years in terms of clause No 5.2, the Municipality shall reserve the right to terminate an experiential training or programme for a particular training programme with a notice period of one week up to a maximum of one month.
- 5.7. Extension of term of interns and trainees will only be approved by the Municipal Manager under compelling circumstances for a period that does not exceed an additional six (6) months
- 5.8. All trainees shall not be classified as employees, nor shall their status be equivalent to that of employees in many respects.
- 5.9. Trainees shall be remunerated for services rendered during the course of their experiential training.
- 5.10. Experiential trainees and interns shall be paid a monthly stipendiary allowance determined by the Municipality.
- 5.11. Notwithstanding clause 4.8 above, the maximum stipend for interns funded through municipal program shall be equivalent to the 50% of the monthly minimum wage payable within the local government sector, as determined by the Bargaining Council from one financial year to another but subject to the availability of funds.
- 5.12. The municipality shall provide for the adjustment of stipends for In-service trainees to be R2500 per month and Interns to be R5000 per month to cater for financial needs of trainees.
- 5.13. The budget for the intake of in-service trainees shall be at the Corporate Services Department and the stipend shall be equivalent to 33.00% of the monthly minimum wage payable within local government sector, as determined by the Bargaining Council from one financial year.
- 5.14. Training programme shall be carried out according to established standards as per the provided manual.
- 5.15. Training in respect of coaching and mentoring of trainees will be provided to the respective Supervisors.
- 5.16. Trainees shall be required to work the same working hours applicable to employees of a unit in which they are deployed.
- 5.17. Trainees shall be deployed to the organisational units according to experience required and chosen career path for furtherance of their career objectives.
- 5.18. Municipal officials shall provide on-the-job training to trainees attached to their workstations for the duration of their stay on each station.
- 5.19. Experiential trainees shall abide by the Code of Conduct of the Municipality.

- 5.20. In cases of alleged misconduct, a summary dismissal of the trainee shall be executed, upon hearing the side of the story of the trainee.
- 5.21. There shall be no formal disciplinary hearing for a trainee.
- 5.22. Trainees shall be classified as employees for the purpose of Workmen's Compensation.
- 5.23. Trainees requested to work overtime shall be compensated according to the prescriptions contained in the Overtime, Flexitime and Undertime Regulations of the Municipality.
- 5.24. Trainees shall not be eligible for training at the expense of the Municipality.
- 5.25. The training costs (excluding travelling & accommodation where applicable) for the municipal funded interns shall be derived from their annual payable stipendiary allowance.
- 5.26. Trainees shall be eligible to and may be appointed in acting capacity subject to the requirements of the acting appointment policy.
- 5.27. Each Department shall be eligible to take a minimum of two in service trainees per annum
- 5.28. In the case of external funded experiential training, a number of learners shall be determined by the external funder concerned, or applicable regulations and/or guidelines (whichever applicable).
- 5.29. In the case of external funded experiential training costs, a number and type of training for trainees shall be determined by the external funder concerned, or applicable regulations and/or guidelines (whichever applicable).
- 5.30. The travelling and accommodation expenses for interns (municipal or external funded interns) may be provided for by the respective municipal departments, where applicable.
- 5.31. The monthly stipend for the learners shall be determined by the external funder concerned.
- 5.32. Experiential Training shall be exclusively reserved for local people, and as a matter of principle, recruitment of trainees shall spread towards all Wards of the Municipality through using a ward based approach.
- 5.33. The recruitment of in-service trainees shall be centralised to Corporate Services and the payable stipend shall be budgeted for under Corporate Services Department.

5. INTERPRETATION OF THE POLICY

- 5.1 All words contained in this policy shall have a direct grammatic meaning unless the definition or context indicates otherwise.
- 5.2 The dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 5.3 The office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.
- 5.4 If the party concerned is not satisfied with the interpretation of the policy, a dispute may then be referred to the South African Local Government Bargaining Council.

6. PERMANENT / TEMPORARY WAIVER OF THIS POLICY

6.1 This policy may be partly or wholly waived by the Municipal Council on temporary or permanent basis.

6.2 Notwithstanding clause 6.1 the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver to Council.

7. AMENDMENT AND/ OR REPEAL OF THIS POLICY

7.1 This policy may be partly or wholly amended by the Council.

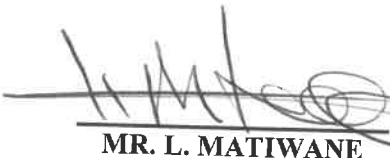
7.2 This policy may be partly or wholly repealed by the Council.

8. VIOLATION OR NON – COMPLIANCE WITH THIS POLICY

8.1 Violation of or non –compliance of this policy will give a just cause for disciplinary steps to be taken.

8.2 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

CPS/P295
CR 140/26/05/2022


MR. L. MATIWANE
MUNICIPAL
MANAGER


CLLR S. MNGENELA
HON. MAYOR


CLLR N NGWANYA
HON. SPEAKER

CAREER AND SUCCESSION PLANNING POLICY

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1. BACKGROUND

Given the ever changing face of employment and specifically the impact of Employment Equity and affirmative action measures on the local labour market, it is important that the Municipality manages its staffing strategy. It is incumbent upon the Municipality to take proactive steps to provide for the retention of staff in general and in particular those employees that have good potential. The consideration for succession planning should be applied to key positions, scarce skills and historically disadvantaged groups (Blacks, women and the people living with disabilities).

Succession Planning also serves to preserve the present and potential talent in the Municipality in a systemic way with a view of filling future positions effectively and quickly.

2. OBJECTIVES OF THIS POLICY

- 2.1 To create an ongoing supply of well trained, broadly experienced, well-motivated employees who are ready to step into key and critical positions as needed.**
- 2.2 To integrate desirable employees (especially individuals from historically Disadvantaged groups) into the Municipality with positive goals established for them individually, and also for the Municipality.**
- 2.3 To enable a flow of human capital through various departments with the view of integrating them into the organizational culture and corporate processes of the Municipality.**
- 2.4 To align the future staffing needs of the Municipality with the availability of appropriate resources within the Matatiele local Municipality.**
- 2.5 To establish positive goals for key personnel, which will give effect to their retention within the Municipality.**
- 2.6 To define employee career path, which will help the Municipality to train and retain a pool of suitably qualified employees for mutual gainful employment.**

3. APPLICATION OF THE POLICY

- 3.1 The policy shall apply to all Municipal employees.**

4. PRINCIPLES

The Matatiele local Municipality commits itself to:

- 4.1 Using the employment policy which is consistent with the purpose of this policy.**
- 4.2 Encouraging Managers to allow the release of potential subordinates to other departments for multi skills in other functions.**
- 4.3 Assisting Supervisors to obtain any mentoring skills they may require in affording employees the necessary exposure.**
- 4.4 Keeping the data on employee's work experience up-to-date including:**

- 4.4.1 Community work experience and achievements;
- 4.4.2 Performance appraisal results;
- 4.4.3 Special areas of expertise;
- 4.4.4 Language;
- 4.4.5 Anything else that may benefit the Municipality.
- 4.5 Using staff performance management and employment practices to reinforce the purpose of this policy.
- 4.6 Using the staff development policy as means to achieve desired results of the career/succession plan.
- 4.7 Allowing employees into different departments or sections for training and experience before they are needed.

5. METHOD OR STRATEGY

Succession/ Career Planning is a dynamic process and shall include the following elements:

- 5.1 Assigning employees with the necessary potential and attributes to:
 - 5.1.1 Short term and long term work plans.
 - 5.1.2 Temporary tasks in other sections;
 - 5.1.3 Multi- departmental tasks;
 - 5.1.4 A mentor under a mentorship program;
 - 5.1.5 Training and development opportunity.
- 5.2 Ensuring that Job Descriptions are updated and clearly cover the specifications for the job.
- 5.3 Determining of the key positions in the Municipality.
- 5.4 Drafting of a replacement/succession plan for each key or critical post.
- 5.5 Calling for expression of interests by potential/prospective employees and follow the process of:-
 - 5.5.1 Identifying the candidate/s;
 - 5.5.2 Establishing aspirations of individuals by consulting and interviewing them.
- 5.6 The process has to be on an annual basis.

6. PROCEDURE

The procedure assumes that the overall responsibility for making the Succession / Career Planning a success lies with the Corporate Services Department and General Managers.

- 6.1 Stage 1 - Identification of key positions
 - 6.1.1 The Human Resources Unit shall be required to engage the General Managers in identifying key positions within the respective departments. These positions would normally be selected from the middle management positions and higher as well as specialist positions.
 - 6.1.2 The Manager: Human Resources shall ensure that the titles used are proper and correspond to those formally adopted by the Municipality.
- 6.2 Stage 2 - Job Descriptions and Identification of specifications
 - 6.2.1 The Human Resources Unit shall be required to ensure that the job descriptions of the position is current and up-to-date and that specifications are on file. (These would be similar to those required when embarking on employment processes). These details will be gleaned from a structured interview with the incumbent and verified by his/her supervisor.
- 6.3 Stage 3 - Replacement Plan for each position
 - 6.3.1 The Manager: Human Resources Management shall be required to identify employees by consulting General Managers as well as the Employment Equity Committee and Training & Development Committee.
 - 6.3.2 Using the Manager: Human Resources Management's Career Planning Review, much information would be gathered which would assist in identifying appropriate employees.
 - 6.3.3 The Manager: Human Resources Management has likewise the obligation to assess the employees needs by interviewing them at periodical intervals. This would give one some understanding as to whether the expectations, background, skills and qualifications would fit the needs of the position being considered and whether indeed the employee would be interested in pursuing higher office, embarking on possible training and development initiatives and other associated activities.
- 6.4 Stage 4 - Evaluate training/development/experiential needs
 - 6.5.1 The Human Resources Management Unit together with the supervisor who would oversee the process or directly supervise the candidate / employee are required to develop a suitable format for training taking into account possible budgetary constraints.
 - 6.5.2 The process is to be reviewed on an annual basis preferably in November of each year.

7. COMMENCEMENT

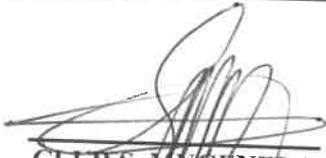
- 7.1 This policy will come into effect on the date of adoption by Council.

8. INTERPRETATION OF THIS POLICY

- 8.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 8.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 8.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.

- 8.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council/ or Arbitration
9. **PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY**
- 9.1 This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis after consultation with Management and Trade Unions.
- 9.2 Notwithstanding clause No. 9.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.
10. **AMENDMENT AND/OR ABOLITION OF THIS POLICY**
This policy may be amended or repealed by the Council after consultation with Management and Trade Unions.
11. **COMPLIANCE AND ENFORCEMENT**
- 11.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.
- 11.2 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

CPS/P296 CR 140/26/05/2022


MR. L. MATIWANE
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EMPLOYEE ASSISTANCE AND WELLNESS POLICY

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1. DEFINITIONS

- 1.1 Alcoholism means the chronic abuse of alcohol, where the employee is unable to control the condition by his/her own ability to resist such abuse.**
- 1.2 Referral is any means by which an employee is encouraged to seek professional intervention and includes self-referral and informal referral.**
- 1.3 Confidentiality means obligation to refrain from willingly disclosing information that has been received in confidence and not to situations in which a court or statute compels a person to disclose information.**
- 1.4 Significant Others means boy/girlfriends, sexual partners or people in a relationship with the employee who might have a direct influence on the condition of the employee.**
- 1.5 Chronic Illness means illness that is of an ongoing nature and where there is no prognosis for a complete cure.**
- 1.6 Sexual Harassment means unwanted sexual attention or any unwanted pressure involving one's sexuality and/or unwanted, unsolicited and unreciprocated conduct of a sexual nature which substantially interferes with an employee's work performance, and/or has a detrimental effect on the terms and conditions of employment, and/or creates an intimidating, hostile or offensive work environment.**
- 1.7 Family Violence means any physical or psychological abuse that occurs within the family environment.**
- 1.8 Inadequacy means that the normal employee benefits as provided for in the HR Policies and Procedure falls short of the requirements to meet the employee's needs.**
- 1.9 Employee means a person employed by the Municipality including members of council, and may be extended to visitors to the municipality for the purpose of the implementation of this policy.**

2. PREAMBLE

Matatiele Local Municipality (MLM) is committed to the health and wellbeing of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. Serious personal or family problems are usually amenable to treatment and rehabilitation. Personal problems like alcoholism, drugs, gambling stress, emotional distress have devastating effects on the health and life of a person. Provision of professional advice to employees will go a long way towards improving the well-being of employees in the work place. MLM further recognizes that EAWP is a tertiary form of support to employees. It will be provided once a strong need has been established and when other HR intervention remedies fall short of producing the desired results.

3. OBJECTIVES OF THE EMPLOYEE ASSISTANCE AND WELLNESS PROGRAMME

- 3.1. To offer confidential assistance to employees who have the potential to be adversely affected by personal problems and work related problems.**
- 3.2. To lay a foundation for sustainable, participatory and penetrating Employee Assistance Programmes (EAP) and Employee Wellness Programmes (EWP).**

- 3.3. To provide a customized, accurate and cost-effective EAP and EWP toolkit
- 3.4. To improve employee morale and stimulate better performance.
- 3.5. To increase employer care and employee loyalty to the employer
- 3.6. To provide a general framework for management of EAP and EWP in the Municipality

4. BASIC PRINCIPLES

- 4.1. Early intervention is desirable in dealing with any personal, family or Work-related problems.
- 4.2. Management and Unions shall work co-operatively through the Employee Assistance Programme in order to help employees deal with personal problems.
- 4.3. In the event of informal referrals, the employer's concern with employee problems shall be limited to efforts to address deteriorating work performance.
- 4.4. The supervisor or manager shall be responsible for identifying the problem with the employee when job performance is below standard.
- 4.5. The supervisor shall not be responsible for diagnosing the nature of a personal problem and the Employee Assistance Programme shall not be used to interfere with an employee's private and social life.
- 4.6. The Employee Assistance Programme shall apply equally to all employees and the categories of persons mentioned in section of 5.
- 4.7. The Employee Assistance Programme is designed to encourage employees to voluntarily seek help (self-referral) for personal problems.
- 4.8. The Employee Assistance Programme shall be strictly voluntary and not mandatory.
- 4.9. Confidentiality shall be the cornerstone of the Employee Assistance Programme.
- 4.10. Employees' access to the programme shall be unfettered and not be conditional on consent to release information to management.
- 4.11. Information shall not be released to anyone without the employee's written consent.
- 4.12. Information pertaining to an employee shall be legally confidential.
- 4.13. An employee's current job and opportunity for promotion or advancement shall not be jeopardized by using the services of the Employee Assistance Programme.
- 4.14. The Employee Assistance Programme shall constitute an additional form of assistance to employees upon realization of disadvantaging inadequacy of the available HR remedies or benefits.
- 4.15. The Employee Assistance Programme shall not alter management's responsibility to maintain discipline or the employer's right to take disciplinary measures within the framework of the disciplinary procedure and code, nor shall it alter the union's prerogatives to seek any desirable remedies in terms of the law.

- 4.16. The Employee Assistance Programme is not designed to assist in "conflict resolution" between employees and/or managers.
- 4.17. The Employee Assistance Programme may be used to help the employee deal with personal consequences of conflicts which may be work-related.

5. ELIGIBILITY TO USE THE EMPLOYEE ASSISTANCE PROGRAMME

The following categories of people shall be eligible to participate in the programme:

5.1 Employees

- 5.1.1 Casuals or temporary employees with over six months of accumulated service;
- 5.1.2 Retired Municipal Employees
- 5.1.3 Any of the above who are on long-term disability;
- 5.1.4 Other groups might be added, due to mobility of departments, with approval of the EAP committee.
- 5.1.5 Family members for the purpose of inclusion in the Employee Assistance Programme are the following:
- 5.1.6 Spouses (including common law spouse and significant others);
- 5.1.7 Dependent children, as defined under the benefits plan.

6. AREAS OF ASSISTANCE

The Employee Assistance Programme shall provide assistance in a broad range of personal concerns, including, but not limited to:

- 6.1 Marital, family and relationship problems;
- 6.2 Substance abuse (alcohol, drugs, prescription medication) and other addictive behaviour such as gambling;
- 6.3 HIV / AIDS Counselling and treatment
- 6.4 Workplace Violence and Trauma Counselling and after care\
- 6.5 Workplace discrimination or victimization, for example, discrimination against people with disabilities or from designated groups;
- 6.6. Personal debt and financial management problems;
- 6.7. Stress (family, social, job);
- 6.8. Family violence;
- 6.9. Psychological problems;
- 6.10. Sexual harassment;
- 6.11. Injury
- 6.12. Chronic illness
- 6.13. Any other area of personal concern approved by the EAP advisory committee.
- 6.14. Gambling

7. ELIGIBILITY FOR THE PROGRAMME

- 7.1.** The programme is available to all categories of people as outlined in section 5.
- 7.2.** Eligibility is subject to having anyone of the personal, social, family or work-related problems cited in section 6.

8. EMPLOYEE ASSISTANCE AND WELLNESS PROGRAMME OPERATION

- 8.1.** The EAP and EWP's shall operate by making an intake and concerns with the use of internal capacity and resources on the basis of voluntary participation.
- 8.2.** Referrals will be made to specialized agencies and services in the community to provide ongoing appropriate and required assistance to employees.
- 8.3.** Whenever possible, public community services shall be used initially.
- 8.4.** Participation in the Employee Assistance Programme shall not, be used as an alternative to discipline nor shall it be used by management as a disciplinary measure.
- 8.5.** All referrals shall be based on voluntary participation in the Employee Assistance Programme.
- 8.6.** Any employee shall be free to consult, on a confidential basis, with the Employee Assistance Programme Practitioner concerning access to the programme and general information.
- 8.7.** There shall be no cost for employees to consult with the Employee Assistance Programme Practitioner.
- 8.8.** If further counselling or any other assistance is necessary, the Employee Assistance Programme Practitioner will outline community and private services available.
- 8.9.** Any costs associated with private or public services are the responsibility of the employee unless otherwise advised.
- 8.10.** Employer funding for any service is not automatic, shall be based on the merits of each case as determined by the EAP advisory committee.

9. RIGHTS AND RESPONSIBILITIES OF DIFFERENT STAKEHOLDERS

9.1 General Norms

- 9.1.1** Maintenance of acceptable job performance shall be a shared responsibility of concerned stakeholders.
- 9.1.2** Performance goals and targets shall be set by the manager/supervisor along with the employee and achievements measured against these goals.
- 9.1.3** The employee shall after thorough coaching by the manager, respond by accepting responsibility for maintaining satisfactory job performance.
- 9.1.4** Declining job performance shall be addressed from a perspective of monitoring performance standards.

- 9.1.5 The Municipality shall use appropriate policy and procedures to set standards for measuring performance and application of both incentives and disincentives
- 9.1.6 The Municipality shall acknowledge exemplary performance by recognition of individuals and groups of employees for this type of performance in a special way.
- 9.1.7 The Municipality has a statutory duty to ensure that its employees do not endanger their own safety or that of other employees at the workplace, through the harmful effects of problem gambling issues such as depression, debt and relationship problems.
- 9.1.8 The Municipality,
 - 9.1.8.1 prohibits commercial gambling at work and during working hours.
 - 9.1.8.2 prohibits visiting gambling sites on electronic communication devices such as mobile phones, computers and tablets supplied by the Municipality for the purpose of work, and such sites shall be blocked.
- 9.1.9 The Municipality, understands gambling may be an enjoyable recreational activity for many employees, but discourage excessive gambling or irresponsible gambling, even during outside working hours.
- 9.1.10 For those affected by or know someone at work that is affected by a gambling problem, are encouraged to contact Human Resources Management Unit or can contact SARGF, NRGP or the ECGB direct (*toll free helping number 0800 006 008 or the SMS line which 076 675 0710*), for Employee Assistance Program, or help in this regard.
- 9.2 Employee Rights and Responsibilities
 - 9.2.1 Personal information concerning employee participation in the Employee Assistance Programme shall be maintained in a confidential manner.
 - 9.2.2 No information related to an employee's participation in the programme shall be entered into the personnel file.
 - 9.2.3 Access to employee's EAP information shall be limited to Employee Assistance Programme staff.
 - 9.2.4 An employee may review his or her Employee Assistance Programme file at any reasonable time.
 - 9.2.5 The Employee Assistance Programme file is destroyed after seven (7) years following closure of the case, subject to compliance with the law(s).
 - 9.2.6 Participation in the Employee Assistance Programme shall not jeopardize an employee's job nor prejudice any opportunity for promotion or advancement or employment benefit.
 - 9.2.7 Extended leave of absence may be granted in accordance with the leave policy and/or terms and conditions of employment and such conditions which may be recommended by the EAP Committee and approved by the Municipal Manager for recovery, professional assessment counselling and treatment.

- 9.2.8** It shall be the responsibility of the employee to maintain satisfactory job performance.
- 9.2.9** In the event that personal problems cause deterioration of work performance, the employee has a responsibility to obtain the necessary help to bring job performance up to an acceptable level.
- 9.2.10** The Employee Assistance Programme shall offer a means to obtain this help.
- 9.3** **Manager, Co-ordinator and Supervisor's Responsibilities**
- The Manager, Co-ordinators and Supervisor shall:
- 9.3.1** Address work performance problems through normal supervisory procedures.
- 9.3.2** Be consistent and treat employees fairly.
- 9.3.3** Make employees aware of the Employee Assistance Programme in instances where declining job performance has been determined, if appropriate.
- 9.3.4** Not attempt to diagnose personal problems of the employee or offer a personal opinion.
- 9.3.5** Provide follow-up and support to employees upon return to work, if appropriate.
- 9.3.6** Not require the employee to divulge the nature of the problem when requesting leave for an appointment with the service providers under the Employee Assistance Programme.
- 9.3.7** Verify attendance of the employee through the Employee Assistance Programme practitioner.
- 9.3.8** Maintain a strict level of confidentiality with all cases.
- 9.4** **Union's Responsibilities**
- 9.4.1** The Union shall keep abreast with the programme and its referral procedure.
- 9.4.2** The Union shall encourage members to use the Employee Assistance Programme, if appropriate.
- 9.4.5** The Union shall maintain a strict level of confidentiality in all EAP cases.
- 9.5** **Employee Assistance Programme Practitioner's Responsibilities**
- The Practitioner shall be responsible for:
- 9.5.1** overseeing the Employee Assistance Programme to ensure effective and consistent application of the policy and procedures.
- 9.5.2** Providing information sessions to management and Union personnel regarding the Employee Assistance Programme.
- 9.5.3** promoting the Employee Assistance Programme in the workplace.

- 9.5.4 developing and maintaining an accurate, current data bank on "helping" resources and services in the community including a brief description of services available and the cost, if any, of the service.
- 9.5.5 liaising with service providers to assure service standards are acceptable and meet the requirements of clients.
- 9.5.6 conducting screening and preliminary assessment of person's assistance from the Employee Assistance Programme.
- 9.5.7 providing full information to employees regarding participation in the programme.
- 9.5.8 making referrals to a professional counsellor or/and service agencies for detailed assistance, assessment and treatment as appropriate.
- 9.5.9 making follow-ups as may be desirable with the individual to assure assistance was beneficial.
- 9.5.10 assisting the employee in his or her return to the work environment as appropriate.
- 9.5.11 providing consultation to managers regarding the Employee Assistance Programme services.
- 9.5.12 organising and/or facilitating, on an ongoing basis, educational programs for employees about the Employee Assistance Programme's services.
- 9.5.13 maintaining all information on employees participating in the Employee Assistance Programme in a confidential and secure manner.
- 9.5.14 providing feedback to management on areas where special attention or training is required.
- 9.5.15 providing statistics of participation in the programme without identifying the personal details of participants.
- 9.6 Establishment and Responsibilities of the EAP advisory committee
 - 9.6.1 There shall be an inter-departmental Employee Assistance Programme Advisory Committee composed of one staff member from each Department, Two members of the Union.
The committee shall:
 - 9.6.2 review established policy to ensure agreement and understanding of procedures and practices.
 - 9.6.3 develop and recommend changes in programme policy as necessary after receiving input from interested parties.
 - 9.6.4 develop strategies in conjunction with the Employee Assistance Programme Practitioner to ensure that employees are aware of the Employee Assistance Programme.
 - 9.6.5 oversee an evaluation of the programme.

- 9.6.6 shall prepare a report on the activities of the committee as deemed necessary or required.

10. ACCESS, REFERRAL AND OFFERS OF ASSISTANCE

- 10.1 Participation in the Employee Assistance Programme shall either be self-initiated or employer initiated.
- 10.2 The decision to seek assistance through the Employee Assistance Programme shall be always voluntary.
- 10.3 When an offer of assistance is made by the employer, it shall not be mandatory for the employee to accept the offer.
- 10.4 The contact details of the designated Employee Assistance Programme Practitioner and Committee members may be obtained from the Manager: Corporate Services.

11. SELF INITIATED EAP PARTICIPATION

- 11.1 An employee who recognizes that a problem exists and seeks assistance shall call the Employee Assistance Programme practitioner directly.
- 11.2 The realization of the problem may have resulted from a process of self-realization or from a family member, friend, co-worker or supervisor sharing concern for the employee and informally suggesting the use of the Employee Assistance Programme.
- 11.3 The self-referrals shall be treated with strict confidentiality.
- 11.4 The employee's supervisor shall not necessarily be informed of the nature of the problem unless the employee requests this to happen.
- 11.5 The employee shall be responsible for obtaining approval for any required time off associated with the use of the Employee Assistance Programme.

12. EMPLOYER INITIATED PARTICIPATION

- 12.1 The manager shall be responsible for addressing with the employee's deteriorating work performance and providing guidance to help the employee improve work performance.
- 12.2 An employee shall accept responsibility for keeping job performance at a pre-established acceptable level.
- 12.3 If job performance does not improve or shows continuing deterioration, then the manager shall initiate a formal offer of assistance and it shall not be mandatory/obligatory for the employee to accept this offer.
- 12.4 Prior to initiating a formal offer of assistance, the Manager, Co-ordinator and Supervisor shall consult with the Employee Assistance Programme Practitioner concerning the appropriateness of the offer.

13 INFORMAL OFFER OF ASSISTANCE

- 13.1** The Manager, Co-ordinator and Supervisor shall ensure that the employee receives an informal offer of assistance prior to initiating a formal offer of assistance.
- 13.2** Such offers shall be documented.
- 13.3** Certain workplace behaviour could result in an employer-initiated formal offer of assistance without there being previous informal offers.

14 FORMAL OFFER OF ASSISTANCE

- 14.1** The formal employer-initiated offer of assistance shall be in writing on the prescribed form ("Appendix 1").
- 14.2** The employee shall reserve the right to refuse the offer.
- 14.3** A formal offer of assistance shall be delivered confidentially to the employee, with a confidential copy to the Employee Assistance Programme practitioner and a copy retained in a confidential HR master personnel file.

15 REFERRAL BY THE EMPLOYEE ASSISTANCE PROGRAMME PRACTITIONER

- 15.1** Assessment
 - 15.1.1** The employee shall be responsible for making contact with the Employee Assistance Programme Practitioner.
 - 15.1.2** During the initial contact, the Employee Assistance Programme Practitioner shall explain the Employee Assistance Programme, including confidentiality of the programme and the exceptions, the employee's rights and responsibilities and full information about participation in the programme.
 - 15.1.3** The Employee Assistance Programme Practitioner and the employee will conduct a preliminary assessment of the problem.
 - 15.1.4** The Practitioner shall provide information and, if appropriate, encourage the employee to accept referral for counselling and treatment.
 - 15.1.5** Upon completion of the preliminary assessment, the Practitioner and the employee shall discuss the options which appear to be most realistic and attainable for the employee in resolving the problem.
 - 15.1.6** The employee shall choose the treatment service and a referral will be facilitated by the EAP Practitioner.

16 REFERRAL

- 16.1** The Employee Assistance Practitioner shall conduct a preliminary assessment of the problem with the employee.
- 16.2** The Employee Assistance Practitioner shall be knowledgeable about the appropriate services in the community and will assist the employee with making referral arrangements.

17 CO-ORDINATION AND FOLLOW-UP

- 17.1 The Employee Assistance Practitioner shall maintain an informal but planned follow-up procedure.**
- 17.2 The Employee Assistance Practitioner shall work with the employee to ensure appropriate services are received in a timely manner.**
- 17.3 Contact with any service agency or the employer, shall only be at the request of the employee.**

18. CONFIDENTIALITY

- 18.1. Maintenance of discipline and confidentiality shall be primary principles of participation in the Employee Assistance Programme.**
- 18.2 The Employee Assistance Programme interaction shall be a matter of privacy.**
- 18.3 An Employee Assistance Programme practitioner who is subpoenaed to surrender records or to testify in court shall not be in breach of his or her confidentiality obligations.**
- 18.4 An Employee Assistance Programme practitioner shall not be in breach of confidentiality obligations by complying with the mandatory reporting provisions of the child abuse legislation or the obligation to warn the intended victims of violence.**
- 18.5 The Employee Assistance Programme Personnel shall maintain the minimum amount of information required to assist the employee.**
- 18.6 Access to files for review by the employee shall be made at any reasonable time.**
- 18.7 The Employee Assistance Programme Practitioner shall issue identity codes to participating employees for the purpose of enhancing confidentiality.**
- 18.8 All persons employed within the Employee Assistance Programme shall be bound by conditions of strict confidentiality.**
- 18.9 Notwithstanding clause No.18.7 Personal particulars may be required for legal identification purpose.**

19 SUMMARY

- 19.1. The Employee Assistance Programme shall be for the benefit of eligible person(s).**
- 19.2. Employees shall obtain help with personal problems which may be affecting their well-being, family life or work performance.**

- 19.3. The employer shall benefit from the implementation of the programme by boosting the morale and retaining employees with valuable skills and knowledge.
- 19.4. Early use of the programme shall contribute to the prevention of serious problems for the individual employee, family and employer.

19 INTERPRETATION OF THIS POLICY

- 20.1 All words contained in this policy shall have a direct grammatical meaning unless the definition or context indicates otherwise.
- 20.2. The dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 20.3. The Office of the Manager shall give a final interpretation of this policy in case of written dispute.
- 20.4. The party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South Local Government Bargaining Council.

21. PERMANENT/TEMPORARY WAIVER OF THIS POLICY

- 21.1 This policy may be partly or wholly waived by the Municipal Council on temporary or permanent basis.
- 21.2 Notwithstanding clause No. 21.1 the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver to Council.

22. AMENDMENT AND/OR ABOLITION OF THIS POLICY

- 22.1 This may be partly amended or wholly amended by the Council
- 22.2 This policy may be partly or wholly abolished by the Council
- 22.3 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.
- 22.4 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

23. SUSPENSION OF THIS POLICY

- 23.1 This policy may only be repealed by Council
- 23.2 This policy may only be suspended by Council

24. FORMS

- Appendix 1 Formal Offer of Assistance (Company Initiated)
Appendix 2 Formal Request for Assistance (Employee Initiated)

Form 1 (Appendix 1)

CONFIDENTIAL FORMAL OFFER OF ASSISTANCE

TO:

DATE:

On _____ we discussed your job performance and the opportunities available with the **EMPLOYEE ASSISTANCE PROGRAMME**.

If you decide to accept this offer, an appointment is scheduled for you at

_____ (time) on _____ (date).

Signature of Supervisor

Date

Read and Understood

Signature of Employee

**This is not a mandatory referral and the employee is not obligated to attend.
A copy of this form is to be delivered to the departmental master personnel file maintained in a separate, confidential manner by the Human Resource Manager.**

Form 2 (Appendix 2)

CONFIDENTIAL REQUEST FOR ASSISTANCE

TO:

DATE:

I, _____ hereby request an interview with the Employee Assistance Programme Coordinator.

I acknowledge that the matter I wish to address falls within the scope of the Employee Assistance Programme. I further undertake to make the necessary arrangements directly with my supervisor for time-off from work to attend the interview.

Signature of Employee

Department

Date

Supervisor's Name

A copy of this form is to be delivered to the departmental master personnel file maintained in a separate, confidential manner by the Human Resource Manager.

CPS/P297
CR 140/26/05/2022



MR. L. MATIWANE
MUNICIPAL
MANAGER



CLLR S. MNGWENELA
HON. MAYOR



CLLR N NGWANYA
HON. SPEAKER

**TASK JOB EVALUATION POLICY
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1 DEFINITIONS

All expressions used in this Policy, which are defined in the Labour Relations Act, 1995(Act No. 66 of 1995), shall bear the same meanings as in the Act and unless the contrary intention appears, words importing the masculine gender shall include the feminine;

- 1.1 “Auditing” shall mean a technical exercise in verifying that the TASK System is being consistently applied in terms of its own rules and any other rules on implementation;
- 1.2 “Audit trail” shall mean the report generated by the TASK system detailing the skill level and corresponding factor statements, weighting and points;
- 1.3 “Designated Job Evaluation Officer” shall mean the Officer appointed by the Municipal Manager to manage the implementation process;
- 1.4 “Effective Date” shall mean the date of implantation should a job be upgraded, and shall be the beginning of the calendar month following thirty (30) days after receipt of the grading request by the JE unit.
- 1.5 “Factors” shall mean the four TASK factors of Complexity, Knowledge, Influence and Pressure;
- 1.6 “Job Description” shall mean a description of the content and duties of a post In terms of criteria and guidelines determined;
- 1.7 “PAC” shall mean a Provincial Audit Committee.
- 1.8 “REVIEW” shall mean an application by an employee or group of employees who are aggrieved with their Final Job Grade Outcome;
- 1.9 “Review Procedure” shall mean the process which the PAC’s shall follow to review grading results arrived at;
- 1.10 “Skill Level” shall mean the Basic, Discretionary, Specialised, Tactical and Strategic Levels as per the TASK System;
- 1.11 “Sub-factors” shall mean the fine-tuning of sub-factors in the TASK System;
- 1.12 “TASK” shall mean Tuned Assessment of Skills and Knowledge;
- 1.13 “TASK System” shall mean the TASK Job Evaluation System in terms of its rules, application, definition and terminology

2. PREAMBLE

- 2.1. Task is the recognized Job Evaluation System within the local government sector as approved by the National Executive Committee (NEC) of SALGA. Uniformity is essential for a variety of sector processes such as wage bargaining, comparative understanding of workplace establishment levels and organisational development, sector skills planning, employment equity and the organisation of education and training.
- 2.2. This policy must be read in the context of the TASK Job Evaluation System, for the local government sector.

3. SCOPE OF APPLICATION

- 3.1. The terms of this policy are applicable to all municipalities in the Republic of South Africa except;
- 3.2. Municipal Managers and managers directly accountable to Municipal Managers in terms of Section 56 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended).

4. PURPOSE

- 4.1. To implement the TASK Job Evaluation System within the Matatiele Local Municipality to achieve uniform norms and standards in the description of similar job and their grading across the municipal sector.
- 4.2. To provide for the necessary structures, institutional arrangements and procedures for the evaluation of jobs in Matatiele Local Municipality.
- 4.3. To ensure that a single job evaluation system is implemented to avoid remuneration disparities for similar categories of jobs within the Municipality.

5. KEY PRINCIPLES

- 5.1. The wage curves for the different categories of municipalities applicable at the time (SALGBC/SALGA) shall be utilized to determine the salaries of TASK graded JOBS.
- 5.2. Any post which undergoes a permanent substantial change in job content, shall be evaluated
- 5.3. All posts in the Municipality shall be filled subject to the TASK Job Evaluation process.
- 5.4. The job descriptions for all posts shall be the responsibility of the Municipal Manager.
- 5.5. The compilation of Job descriptions shall be in the prescribed TASK format.
- 5.6. The Superiors in relation to any post shall be responsible for compilation of job descriptions for each post falling under their control.
- 5.7. The job description shall be signed off by both the Head of Department and the Middle Manager concerned or relevant designated superior as well as the existing incumbent of the post if there is any.
- 5.8. The Municipality shall reserve a right to bench mark the TASK grade of any newly created post against the prevailing finalised job evaluation results within the Local Government sector, subject to evaluation of the post concerned at a later stage.
- 5.9. The job evaluation results shall be binding to the Municipality, unless the Municipality wishes to appeal against the results in terms of the SALGA job evaluation policy.

6. ROLE AND RESPONSIBILITIES OF THE MUNICIPAL MANAGER

- 6.1. The Municipal Manager is responsible for ensuring the implementation of the TASK Job Evaluation System in the Municipality as a Human Resource function.
- 6.2. The Municipal Manager must see to it that the General Manager: Corporate Services ensures that the designated Organizational Development and Job Evaluation Officer/Administrator takes full responsibility for supporting and directing the job evaluation implementation and maintenance process.
- 6.3. The Municipal Manager shall ensure that sufficient staff resources are allocated to support the process.
- 6.4. The Municipal Manager shall in terms of Section 66 of the Local Government Municipal Systems Act, 2000 (Act No 32 of 2000 as amended) ensure that there is a job description for each post on the staff establishment of the municipality.
- 6.5. The Municipal Manager must ensure that the municipality keeps custody of the copies of job descriptions for all posts.
- 6.6. The Municipal Manager shall incorporate the responsibility for the compilation of the job description in the performance contract of every manager.
- 6.7. The Municipal Manager shall ensure that all staff are informed of the objectives of the TASK JE System as required in terms of Section 67 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended).
- 6.8. The Municipal Manager shall appoint appropriate persons to serve on the Job Evaluation Unit.

- 6.9. Municipal Manager shall in co-operation with other Municipal Managers in the District to ensure that Job Evaluation Unit is established and functional.

7. JOB EVALUATION UNITS

7.1. Establishment and Composition

- 7.1.1. The Municipal Manager shall establish a Job Evaluation Office in a Municipality, to take responsibility of implementing the Job Evaluation process.
- 7.1.2. Job Evaluation Office may be established at a 'District' level as agreed provincially by municipalities and due to capacity challenges.
- 7.1.3. The Job Evaluation (JE) Office established at a District level shall comprise of members from the relevant local municipalities.
- 7.1.4. The composition of the JE Office shall at least consist of the following:
- 7.1.4.1. Head of the JE Office (or his/her nominee)
 - 7.1.4.2. Administrative/ Secretarial Support
 - 7.1.4.3. At least two (2) additional members to undertake the grading of jobs; and/or
 - 7.1.4.4. Representatives from Local municipalities (in the case of JE Office which operates at a district level).

7.2 Trade Union Representation

- 7.2.1 One Trade Union representative from each of the recognised trade union may participate as observers in the Job Evaluation process.

7.3 Training of job Evaluation Office Members

- 7.3.1 All nominees for membership shall undergo TASK Job Evaluation System training.

7.4 Roles and Responsibilities

- 7.4.1 The JE Office shall facilitate the evaluation of all jobs within the Municipality and facilitate the presentation of the outcomes for auditing by the Provincial Audit Committee (PAC)
- 7.4.2 The JE Office is both administrative (planning, prioritising grading programs, quality control, receiving checking and job description etc.) and the grading of jobs prior to submission to the Provincials Audit Committee (PAC);
- 7.4.3 For purpose of grading, a quorum shall consist of at least 50% plus 1 member of the JE Office;
- 7.4.4 The JE Office may invite both the incumbent of the job, as well as his /her manager and the Head of Department's input to confirm if the full particulars of the job were taken into account.

8. PROVINCIAL AUDIT COMMITTEE (PAC)

8.1 Composition

- 8.1.1 The provincial structures of SALGA shall establish a Provincial Audit committee to audit the outcomes of the JE results from the JE Unit(s);

- 8.1.2 The PAC shall consist out of at least four (4) members who are trained and experienced in the TASK Job Evaluation System;
- 8.1.3 A quorum shall consist of at least 50% plus 1 of members of the Provincial Audit Committee (PAC).
- 8.1.4 Secretarial / administrative services will be provided by the provincial office of SALGA;
- 8.1.5 Members of the PAC shall serve on the panel for at least one year;
- 8.1.6 One trade Union representative from each of the recognized trade unions may participate as observers in the TASK Job Evaluation Auditing process;
- 8.1.7 The PAC shall convene on an ad hoc- basis depending on the outcomes to be audited.
- 8.1.8 All nominees for membership may undergo additional training on how to conduct the TASK Job Evaluation Auditing Process.

8.2 Responsibilities and Powers

- 8.2.1 It is the responsibility of every member of a PAC to:
 - 8.2.1.1 Conduct auditing with due regard to the integrity of the TASK Job Evaluation System, its accepted rules, applications, definitions and terminology;
 - 8.2.1.2 Request any information relevant to the task which the PAC has to perform;
 - 8.2.1.3 Decide on the outcome of the evaluation results which will be final and binding.

9. TASK IMPLEMENTATION REQUIREMENTS

- 9.1 The critical elements required to implement the TASK Job Evaluation System in Matatiele Local Municipality are as follows;
 - 9.1.1 An approved staff establishment recording the position of all jobs and their designation;
 - 9.1.2. Job Descriptions written in the prescribed TASK format;
 - 9.1.3. That (9.1.1) and (9.1.2) at minimum have been used to evaluate the job using the TASK Software to determine a TASK Grade.
- 9.2 The TASK Job Evaluation Policy shall be strictly adhered to by all concerned to ensure both consistency and adequate implementation;
- 9.3 SALGA shall communicate the list of all evaluated job from other municipalities to all Municipal Managers for purposes of assisting JE Office in the bench-marking the grades of jobs.

10. JOB EVALUATION PROCESS

- 10.1 If a job has changed substantially and permanently, a job incumbent or his /her relevant manager may make an application through the departmental head that the job be re-evaluated; provided that such functions were performed more than 6 months.
- 10.2 The TASK Job Evaluation Process shall be facilitated on a continuous basis by the JE Office for as long as there are new posts being added to the staff establishment of the municipality as per Section 66 of the Local Government; Municipal Systems Act, 2000 (ACT NO 32 Of 2000 as amended).
- 10.3 If required, the JE Office shall gather the relevant facts from both the incumbent of the job as well as the relevant manager and the Head of Department of the job in question to ensure adequate information is available for the evaluation of the post.
- 10.4 A compilation of a job description should be preceded by a proper job analysis.

- 10.5 The relevant Manager and the Head of Department, the existing incumbent of the post shall be required to sign off the job description prior to the JE Office facilitating grading of the job on the task Job Evaluation System, however should the existing incumbent refuse to sign the job description it shall be forwarded to Job Evaluation Unit for evaluation without his or her signature.
- 10.6 In the event of no consensus reached, the municipal Manager or his/her nominee will determine the content of the job description.
- 10.7 The evaluation takes place by:
 - 10.7.1. Determination of the skill level of the post;
 - 10.7.2. The scoring of the *factors* relating to Complexity, Knowledge, Influence and Pressure;
 - 10.7.3. The scoring of the *sub-factors* relating to Complexity, Knowledge, influence and Pressure.
- 10.8 The JE Office shall make a follow-up on the compilation of JE Outcome Report for the PAC with appropriate audit trail;
- 10.9 The PAC shall be furnished with all relevant documentation within seven (7) working days prior to the date of the PAC meeting to ensure sufficient time for preparation;
- 10.10 A representative of the JE Office shall facilitate the presentation of the results to the PAC.
- 10.11 The Chairperson of the PAC shall sign off the results of the job evaluation process prior to the JE Office communicating same to the Municipal Manager for implementation on the effective date.

11. MEETING RULES OF THE JE OFFICE AND PAC

- 11.1 The PAC shall appoint a chairperson/convenor.
- 11.2 The JEC and PAC shall function in terms of normally understood rules of meeting procedures.
- 11.3 An agenda must be prepared for every meeting;
- 11.4 The proceedings of all meetings must be recorded with particular reference to all prescribed administrative requirements.

12. COSTS

- 12.1 Matatiele Local Municipality shall bear the proportional costs associated with Job Evaluation and auditing of results
- 12.2 Matatiele Local Municipality shall bear the cost of the training of JE Office members.

13. TASK REVIEW PROCESS

- 13.1 All employees shall be furnished with the JE outcomes for the positions they occupy – Task Grades.
- 13.2 An employee may lodge a review application no later than 30 working days from the date of notification of the JE results by the Matatiele Local Municipality.
- 13.3 If the employee is not satisfied with results of job evaluation, the onus shall be on the employee to prove that the Task System was inconsistently applied when the post was graded.
- 13.4 Employees may request the re-evaluation of their job descriptions only if:
 - 13.4.1 The job evaluated is not the same as the job the employee performs or there has been some changes;
 - 13.4.2 The employee has added responsibilities which are not covered in the evaluated Job Description;

- 13.5 re-evaluation applications shall be referred to the JE Office (convener) for an evaluation to be undertaken and submitted to the PAC for auditing of the provisional grading outcome.
- 13.6 The PAC shall ensure effective “bench-marking” is done for consistency and uniformity purposes.
- 13.7 The appeal process will be undertaken in terms of the SALGA job evaluation policy.

14. CONFIDENTIALITY

- 14.1. Members of the JE Office and the PAC as well as observers shall maintain confidentiality on all scores and grading outcomes prior to formal notification and shall otherwise avoid disclosing information obtained in the process of evaluation in a manner that may prejudice effective implementation.

15. ADMINISTRATIVE ARRANGEMENTS

The following conditions apply when placing staff on a new TASK grade and salary scale:

- 15.1 Employees will be placed on the salary notch on the new pay scale for the applicable TASK grade which is the closet higher salary notch to their existing salary notch;
- 15.2. Employees whose current salary is lower than the minimum of the applicable TASK grade scale will be placed on the minimum of the applicable new TASK salary scale;
- 15.3 Employees whose existing basic salary is higher than the new TASK grade maximum will retain their existing basic salary on a personal to holder basis;
- 15.4 In the event of Clause 15.3 above, annual cost of living adjustments as determined by the South African Local Government Bargaining Council will be applied to the salary rate as retained by employee from the date on which such an adjustment is applicable;
- 15.5 The implementation date for a new TASK JE outcome will be the 1st of the month following the month when the final authority has approved the new grade.

16. COMMENCEMENT

- 16.1 This policy will come into effect on the date of adoption by the Council.

17. INTERPRETATION OF THIS POLICY

- 17.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 17.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 17.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.
- 17.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council or Arbitration

18. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

- 18.1 This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis after consultation between the Management and Trade Unions.

18.2 Notwithstanding clause No. 18.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.

19. **AMENDMENT AND/OR ABOLITION OF THIS POLICY**

19.1 This policy may be amended or repealed by the Council after consultation between Management and Trade Unions.

20. **COMPLIANCE AND ENFORCEMENT**

20.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

20.2 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

CPS/P298
CR 140/26/05/2022



MR. L. MATIWANE
MUNICIPAL
MANAGER



CLLR S. MAGENELA
HON. MAYOR



CLLR N NGWANYA
HON. SPEAKER

STANDBY ALLOWANCE POLICY

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1. DEFINITIONS

Designated employee : an employee who is required to be on standby in terms of the applicable Collective Agreement and this policy.

2. BACKGROUND

The Matatiele Local Municipality acknowledges that there are employees that will work extra working hours other than ordinary working hours. This is done in terms of the Municipal's vision of ensuring proper service delivery at all times. It is also the duty of the Municipality to ensure that those employees are compensated well by going the extra mile.

3. OBJECTIVES OF THIS POLICY

- 3.1** To ensure that there are always personnel that is on standby;
- 3.2** To ensure that standby allowance is paid out in accordance and that it is paid to an employee who has been authorized to be on standby.

4. APPLICATION OF THIS POLICY

- 4.1** This policy is applicable to all designated employees of Matatiele Local Municipality

5. REGULATIONS

- 5.1** The Head of Department or his/her delegate shall ensure that adequate staffing will be on standby to provide the required service;
- 5.2** Single calls that take longer than half an hour, can be claimed as an hour overtime, provided that, if an employee receives further calls during a callout, all calls shall be regarded as one and the actual time worked shall be rounded off to the nearest quarter hour and claimed as overtime worked;
- 5.3** Personnel required to do standby shall reside within Council's area of jurisdiction during the period of standby;
- 5.4** The Head of Department or his/her delegate shall certify standby/overtime forms, before submission for payment;
- 5.5** The employer must provide the transport and contact means for employees required to perform standby duties;
- 5.6** Official vehicles may only be used after hours for standby/overtime duties and must be kept in a secure area;

- 5.7 Remuneration for standby shall be calculated in accordance with applicable legislation and/or Bargaining Council Agreements using the approved salary structure for all employees in the Matatiele Local Municipality, provided that where employees already receive a higher standby allowance, this be on:-
(a) contractual-to-incumbent basis;
- 5.8 An employee required to be on standby shall be designated as such through a Council resolution.
- 5.9 The department concerned shall produce a monthly standby roaster signed and approved by both Head of the Department and Middle Manager concerned prior to beginning of each month of business.
- 5.10 The signed and approved monthly standby roaster shall be attached to the monthly standby claim submitted by each affected employee.
- 5.11 Standby allowance shall be claimed on a monthly basis on a prescribed standby allowance claim form.
- 5.12 The standby allowance claim shall be checked and recommended by the middle manager concerned.
- 5.13 The standby allowance claim shall be approved by the Head of Department.
- 5.14 The standby allowance not claimed for a period longer than three months' recon from the date of its occurrence shall lapse, unless a motivation has been made to and approved by the Municipal Manager for any late submission of a claim.
- 5.15 Time off shall be granted to any employee that has/ had to work long hours or more overtime during a standby period provided the time off shall not exceed the time worked whilst on standby, in terms of Clause 9 of the Basic Conditions of Service;
- 5.16 All employees responding to their workplace by means of their own transport shall be paid a travelling allowance of R50,00 per emergency call-out and that Heads of Departments approve such payments;
- 5.17 The above allowances be amended/adjusted annually by the Consumer Price Indicator (CPI) during compilation of the Annual Budget.

6. INTERPRETATION OF THE POLICY

- 6.1 All words contained in this policy shall have a direct grammatic meaning unless the definition or context indicates otherwise.
- 6.2 The dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 6.3 The office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute. If the party concerned is not satisfied with the interpretation

of the policy, a dispute may then be referred to the South African Local Government Bargaining Council.

3. PERMANENT / TEMPORARY WAIVER OF THIS POLICY

- 7.1. This policy may be partly or wholly waived by the Municipal Council on temporary or permanent basis.
- 7.2. Notwithstanding clause 6.1 the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver to Council.

4. AMENDMENT AND OR REPEAL OF THIS POLICY

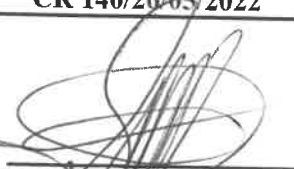
- 8.1 This policy may be partly or wholly amended by the Council.
- 8.2 This policy may be partly or wholly repealed by the Council.

9. VIOLATION OR NON – COMPLIANCE WITH THIS POLICY

- 9.1 Violation of or non –compliance of this policy will give a just cause For disciplinary steps to be taken.
- 9.2. It will be the responsibility of all Managers, Supervisors, Executive
- 9.3. Committee and Council to enforce compliance with this policy.

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MR. L. MATIWANE
MUNICIPAL
MANAGER


CLLR S. MNGENELA
HON. MAYOR


CLLR N NGWANYA
HON. SPEAKER

EMPLOYMENT EQUITY AND AFFIRMATIVE ACTION POLICY

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1. PREAMBLE

The Matatiele Local Municipality is committed to employing, empowering and developing competent people with the necessary potential, required in order to expand their careers and to become valuable participants in sustaining the Municipality's competitive advantage in the long term, hence world-class standards in terms of cost, quality, productivity and customer service will only be achieved once the competencies of every employee are effectively harnessed. This is to be achieved by implementing diversity management programmes and affirmative action initiatives in order to create a racially and culturally diverse team.

3. OBJECTIVES

- 3.1. To Equalize opportunities for those designated groups who are Socially, Economically and Educationally disadvantaged, particularly referred to as Blacks (comprises of Africans, Indians and Coloured), women and disabled people through engaging in justifiable activities (via the Employment Equity Plan) based on specific circumstances faced by the Municipality.**
- 3.2. To ensure that the Career Development Plan of the designated groups is not ignored and that employees will continue to be recognized for their competencies based on statutory and merit consideration.**
- 3.3. To develop and implement Employment Equity Plan in consultation with the following stakeholders:**
 - 3.3.1. The Employment Equity Committee**
 - 3.3.2. Local Labour Forum**
 - 3.3.3. Trade Unions**
 - 2.3.4 Management, Staff, Women and people with disabilities**
- 3.4. To ensure that the Implementation is done in a fair and justifiable manner.**
- 3.5. To ensure adequate representation of designated groups at all levels within the Municipality over the cycle of five years, as far as is reasonable and practicable.**
 - 3.5.1. The definition of adequate representation will be based on a number of factors including:**
 - 2.5.1.1. The outcome of the organizational diagnosis done in terms of section 19 of the Employment Equity Act of 1998.**
 - 2.5.1.2. Regional demographic profiles of the Economically Active Populations (EAP) Pool of suitably qualified people from designated group from which the Municipality may reasonably be expected to Promote or Appoint.**
 - 2.5.1.3. Economic and financial factors relevant at the local Government sector as well as the present and anticipated economic and financial circumstances of the Municipality.**

- 2.5.1.4. The number of present and planned vacancies that exist in the various levels and the Municipality employment turnover.
- 2.5.1.5 The progress made by other designated employers operating under similar circumstances within the same sector.
- 2.6. To promote measures to ensure the removal of barriers for those prospective employees who were historically denied access to jobs, skill and other advancement opportunities in the labour market and work place.
- 2.7. To form a partnership between the Municipal workforce and the Municipality through the establishment of the Employment Equity Steering Committee for addressing issues of representativity and equity in the workplace.
- 2.8. To introduce a mechanism for the eradication of all forms of unfair discrimination and disparities in the workplace.
- 2.9. To give effect to all objects of the Employment Equity Act of 1998.

3. **PRINCIPLES OF EMPLOYMENT EQUITY AND AFFIRMATIVE ACTION**

- 3.1. The primary focus of the policy is the implementation of remedial steps to ultimately result in employment equity in the workplace.
- 3.2. Employment Equity and affirmative action processes shall be conducted in an open and transparent manner.
- 3.3. Inclusive and consultative approaches shall be employed in the development of the plan.
- 3.4. Consensus shall underpin the development of Employment Equity and Affirmative action objectives and corrective measures.
- 3.5. The Municipality shall take a final decision in all actions pertaining to the implementation of Employment Equity Plan.

4. **EMPLOYMENT EQUITY AND AFFIRMATIVE ACTION MEASURES**

4.1. **EMPLOYMENT EQUITY MEASURES**

- 4.1.1. Assignment of a Senior Manager reporting to the Municipal Manager for driving the Employment Equity Programme.
- 4.1.2. Incorporation of key Employment Equity Indicators in Performance Contracts of the Heads of Departments.
- 4.1.3. Allocation of necessary resources like budget for the Employment Equity programme.
- 4.1.4. Communication of the Employment Equity programmes to all employees.

- 4.1.5. Creation of awareness about the imperatives of the Employment Equity Act.
- 4.1.6. Institution of a consultative and participatory process in addressing issues of equity in the workplace.
- 4.1.7. Designing of effective Employment Equity communication strategy e.g. through external and internal newsletters and the Municipal annual report.
- 4.1.8. Effective utilization of the employment Equity consultative forum reflecting the interests of the employees from both designated and non-designated groups and all occupational categories and levels of the workplace.
- 4.1.9. Meaningful participation of the Trade Unions in the Consultative Forum.
- 4.1.10. Alignment of the business Plan and Strategy of the Municipality with the Employment Equity Plan.
- 4.1.11. Disclosure of relevant information by the Municipality for successful implementation of the plan.
- 4.1.12. Good faith practices should be at the centre of interaction with parties at all times.
- 4.1.13. Conducting of the workforce profile analysis in terms of the Employment Equity report methodology.
- 4.1.14. Comparison of the workforce profile with the relevant demographics of Economically Active Population (EAP).
- 4.1.15. Critical review of all established policies, practices, procedures and working environment in order to eradicate own forms of adversarial discrimination.
- 4.1.16. Formulation of supportive policies which will inject practices and patterns of Employment Equity.

4.2. AFFIRMATIVE ACTION MEASURES

- 4.2.1. Appointment of members from designated groups.
- 4.2.2. Increasing the pool of available candidates.
- 4.2.3. Training and Development of people from designated groups
- 4.2.4. Promotion of people from designated groups
- 4.2.5. Retention of people from designated group.
- 4.2.6. Reasonable accommodation of people from designated groups.

- 4.2.7. Steps to ensure that members of designated groups are appointed in such positions that they are able to meaningfully participate in corporate decision-making processes.
- 4.2.8. Steps to ensure that corporate culture of the past is transformed in a way that affirms diversity in the workplace and enhances the potential of all employees.
- 4.2.9. Embarking on a comprehensive Diversity Management Programme for meaningful affirmation of all employees.
- 4.2.10. Any other measures arising out of the consultative process of interaction with employees in relation to issues like race, gender, diversity, disability and religious accommodation.

5. EMPLOYMENT EQUITY PLAN AND NUMERICAL GOALS

- 5.1. An Employment Equity Plan with numerical goals as required by the Employment Equity Act of 1998 shall be formulated for a cycle of five years.
- 5.2. The numerical goals shall be reviewed on an annual basis.
- 5.3. The numerical goal set for each year shall be based on the Economically Active Population of Kwazulu-Natal or Matatiele local Municipality areas in terms of gender and race and the current workforce.
- 5.4. The attainment of Employment Equity numerical goals shall be merit driven.
- 5.5. The numerical goals shall not be interpreted to mean targets/quota systems in order to be compatible with the principle of merit.

6. EMPLOYMENT EQUITY AND AFFIRMATIVE ACTION PROGRAMMES

- 6.1. The Employment Equity and Affirmative Action programmes shall be embarked upon in order to uphold the objectives and principles of Employment Equity and Affirmative Action.
- 6.2. The principles of merit and equity shall guide appointments of staff.
- 6.3. The principle of merit shall take precedence over a numerical goal.
- 6.4. Communication and awareness programmes shall be pursued to contextualize Equity or Affirmative Action and sensitize employees with regard to the grounds of discrimination such as race, gender, diversity, sexual orientation, disability and religious accommodation.
- 6.5. Training workshops and other forms of information sessions will be used to transform the organizational culture and affirm its diversity in the workplace in order to harness the potential of all employees.
- 6.6. Furthermore, the Employment Equity and Affirmative Action Programmes shall encompass the following:

- 6.6.1. Meaningful involvement and participation of consultative structures in culture-building processes.
- 6.6.2. Contextual analysis and removal of barriers to equity through organizational diagnosis.
- 6.6.3. Enforcing compliance.
- 6.6.4. Accountability by the stakeholder representatives.
- 6.6.5. Monitoring and evaluation of progress towards achieving equity and affirming disadvantaged people.
- 6.6.6. Integration of affirmative and equity programmes with the overall organizational strategy.
- 6.6.7. Link to Performance Management and Organizational Performance Appraisal.

7. INTERFACE WITH OTHER POLICIES AND PRACTICES

- 7.1. Principles of this policy shall guide the framework and content of other policies and practices in the workplace.
- 7.2. All workplace policies and practices shall be consistent with the objectives and requirements of this policy.
- 7.3. This policy shall enjoy a superseding status over all workplace policies and practices.

8. REASONABLE ACCOMMODATION OF EMPLOYEES WITH DISABILITIES

- 8.1. Liaison and open relationships with organizations representing people with disabilities shall be facilitated.
- 8.2. Access to job advertisements by people with disabilities shall be facilitated.
- 8.3. Reasonable accommodation of people with disabilities shall be instituted in terms of the Code of Practice on Key Aspects of Disability in the Workplace.

9. COMMENCEMENT OF THIS POLICY

- 9.1 This policy will come into effect on the date of adoption by Council.

10. INTERPRETATION OF THIS POLICY

- 10.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 10.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.

- 10.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.
- 10.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council or Arbitration
11. **PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY**
- 11.1 This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis after consultation between Management and Trade Unions.
- 11.2 Notwithstanding clause No. 10.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.
12. **AMENDMENT AND/OR ABOLITION OF THIS POLICY**
- 12.1 This policy may be amended or repealed by the Council after consultation between Management and Local Labour Forum.
13. **COMPLIANCE AND ENFORCEMENT**
- 13.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.
- 13.2 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

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MR. L. MATIWANE
MUNICIPAL
MANAGER



CLLR S. MNGWENELA
HON. MAYOR



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