

SHIFT ALLOWANCE POLICY

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1 BACKGROUND OF THE POLICY

1.5 The Municipality has an obligation to render professional and efficient services to the community at all times. Some of these services cannot be rendered effectively during the day thus a need has arisen that some of the Municipal employees should perform their duties outside the normal working hours.

2 PURPOSE OF THE POLICY

2.1 To ensure that there are employees who will perform their duties outside the normal working time.

2.2 Those employees are properly informed about the working environment they will be subjecting themselves to.

2.3 To ensure that proper authorization is obtained before an employee can claim shift allowance, thus minimizing abuse of the allowance claims.

2.4 Ensuring that employees are properly paid their allowance.

3 APPLICATION OF THE POLICY

3.1 This policy is applicable to all employees of Matatiele Local Municipality.

4 REGULATIONS

4.1 Shift allowance will only be received by the employees who are designated as shift workers, and shall be paid as per the provisions of the application performing their work after 18h00 and before 6h00 the next day.

4.2 An employee who receives a shift allowance should be informed in writing by the Municipal Manager through the concerned Head of Department.

4.3. The Head of Department shall explain the following to the employee:

4.3.1 Any health and safety hazards associated with the work that the employee is required to perform;

4.3.2 Means of transport will be available from the Municipality provided that public transport is not available and Shift Allowance shall be paid to that employee.

5. PAYMENT OF SHIFT ALLOWANCE

5.1 The employee's shift allowance shall be included in his /her monthly salary and will be taxable.

5.2 No shift allowance shall be paid in advance or separately from the salary.

5.3 The Middle Manager of the concerned department shall recommend to the Head of Department the employees who should work shifts.

5.4 The employees will only commence their night shifts once the Head of Department has given approval.

6. CALCULATION OF SHIFT ALLOWANCE

6.1 The allowance will be calculated as per South African Local Government Bargaining Council (SALGBC).

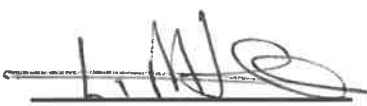
6.2 The total amount from clause 6.1 is subject to taxation.

7. INTERPRETATION OF THE POLICY


7.1 All words contained in this policy shall have a direct grammatic meaning unless the definition or context indicates otherwise.

- 7.2 The dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 7.3 The office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.
- 7.4 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.
8. **PERMANENT / TEMPORARY WAIVER OF THIS POLICY**
- 8.1 This policy may be partly or wholly waived by the Municipal Council on temporary or permanent basis.
- 8.2 Notwithstanding Clause 8.1 the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver to Council and Local Labour Forum.
9. **AMENDMENT AND OR REPEAL OF THIS POLICY**
- 9.1 This policy may be partly or wholly amended by the Council
10. **VIOLATION OR NON – COMPLIANCE WITH THIS POLICY**
- 10.1 Violation of or non – compliance of this policy will give a just cause for disciplinary steps to be taken.
- 10.2 It will be the responsibility of all Managers, Supervisors, and Executive Committee and Council to enforce compliance with this policy.

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MR. L. MATIWANE
MUNICIPAL
MANAGER


CLLR M. STUURMAN
ACTING HON.
MAYOR


CLLR N. NGWANYA
HON. SPEAKER