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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.

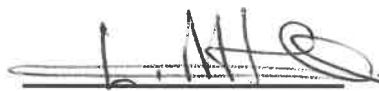


9. VIOLATION OR NON – COMPLIANCE WITH THIS POLICY

**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 M. STUURMAN ACTING HON. MAYOR	CLLR N. NGWANYA HON. SPEAKER