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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;

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- 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 my 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 (convenor) 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.

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MR. L. MATIWANE
MUNICIPAL
MANAGER



CLLR M. STUURMAN
ACTING HON.
MAYOR



CLLR N. NGWANYA
HON. SPEAKER

STANDBY ALLOWANCE POLICY

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