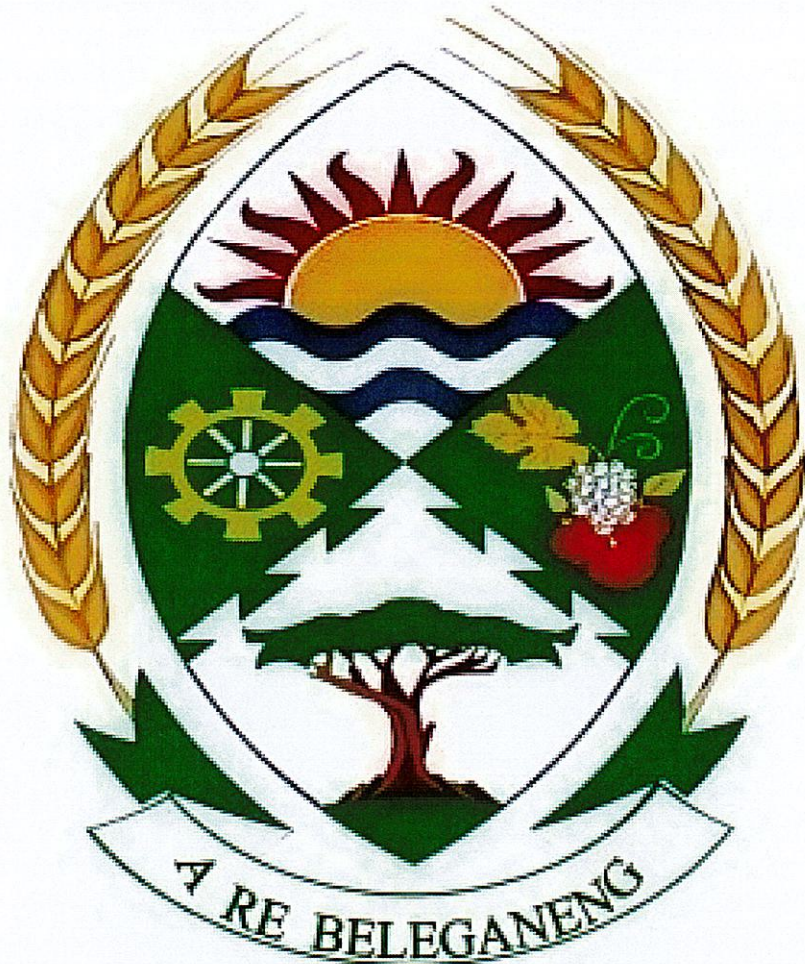


ELIAS MOTSOLEDI LOCAL MUNICIPALITY-MASEPALA WA SELEGAE



BURSARY EMPLOYEE POLICY

MUNICIPAL COUNCIL RESOLUTION NUMBER

C24/25-73

APPROVED AT THE COUNCIL MEETING OF DATE 26/06/2025

FLR M.D

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ELIAS MOTSOLEDI LOCAL MUNICIPALITY BURSARY POLICY

1. PREAMBLE

Elias Motsoaledi Local Municipality recognizes the need for its employees to improve their skills and knowledge in their field of work to execute their duties exceptionally, also to address imbalances previously appointed and comply with staff regulations.

This need is in terms of the Skills Development Act which requires employers to regularly train their staff to better their capacity and productivity.

2. OBJECTIVE AND PURPOSE OF THE POLICY

2.1 The objective of a bursary for Elias Motsoaledi municipality's employees typically aims to support the professional development and education of individuals working within the institution. The key goals of such a bursary program might include:

1. **Skill Enhancement:** To help Elias Motsoaledi employees acquire advanced skills or qualifications that can enhance their ability to perform their roles effectively.
2. **Career Advancement:** Providing employees with opportunities to pursue further education or specialized training that could lead to career growth within Elias Motsoaledi Municipality.
3. **Public Service Improvement:** Ensuring that municipal workers are well-equipped with the necessary knowledge and expertise to better serve the community.
4. **Retention of Talent:** Encouraging talented and motivated individuals to remain with the municipality by offering financial support for continued education.
5. **Addressing Skill Gaps:** Supporting the development of employees in areas where there is a shortage of skilled workers.
6. **Encouraging Lifelong Learning:** Promoting a culture of continuous learning and development within the municipal workforce.

3. DEFINITIONS

Unless stated otherwise in this policy document, the under-mentioned terms in alphabetical order are defined as follows:

"Base Qualification" refers to a minimum period of tertiary study necessary for the attainment of a qualification.

"Bursaries" refer to the payment by Elias Motsoaledi Local Municipality on behalf of employees to undertake studies. It includes all or some of the following: fees, registration, tuition, administration and examination towards Certificates, Diplomas or Degrees offered by Universities of Technology, TVET Colleges and Universities which are relevant to the functions performed by the Elias Motsoaledi Local Municipality.

"Contractual Agreement" refers to the legal document signed by the Bursar which states the terms and conditions of the financial assistance that are binding to both the Elias Motsoaledi Local Municipality and the Bursar.

“Financial Assistance” refers to study bursaries.

“Serving Employees” refers to those employees who are currently employed in a permanent capacity or specific contracts of employment of not less than two years by Elias Motsoaledi Local Municipality.

“Study fees” refers to registration, fees and examination fees but will not include any penalties that are imposed by the educational institution or membership of any student body.

4. LEGISLATIVE MANDATE

Municipal System Act 32 of 2000

Municipal Structures Act 117 of 1998

Municipal Finance Management Act 56 Of 2003

Labour Relation Act 66 Of 1995 Skills Development Act No 55 of 1918

Municipal staff regulation

5. SCOPE OF APPLICATION

5.1 The policy applies to all municipal employees employed on permanent or not less than 5 years employees in specific roles or departments, or those meeting certain tenure requirements. The bursary may be open to all municipal employees or may prioritize specific groups, such as employees in underrepresented areas, or those in need of upskilling in particular sectors.

6. BENEFICIARIES

6.1 Serving Employees: Bursaries may be allocated to permanent employees and contract employees whose contract with the Municipality exceeds two (2) years only and NOT interns and volunteers in accordance with the empowering legislation of the Municipality. However, the duration of the bursary contract should not exceed the duration of the contract, be completed at least a year before the end of the contract. The bursary period should equal at most half the duration of the contract.

7. CONDITIONS OF THE BURSARY FOR EMPLOYEES

7.1 The educational institutions where studies to be undertaken must be registered educational institutions of Higher Learning.

7.2 Financial assistance given to employees in terms of the Bursary Policy will be for Undergraduate Degrees/National Diploma, Post Graduate Studies (Honours, Masters and Doctoral Degrees) or a one-year certificate.

7.3 The Bursary amount payable in terms of financial assistance shall be reviewed on an annual basis by Elias Motsoaledi Local Municipality for undergraduate and post graduate studies. The numbers of bursaries to be awarded will *BE DETERMINED* by the availability of funds each academic year and the number of existing on the scheme.

- 7.4 The study field and courses to be followed must be applicable and related to the Local Government activities and/or job-related activities of the studying employee and to address a skills gap in terms of management acumen which was identified in the needs analysis conducted between the employee and his/her line manager.
- 7.5 The normal duration of the course will be the time of completion that the accredited institution allows. must be one academic year or longer and the benefiting employee will have to work back the number of years of sponsorship. The total period of study towards a qualification must not extend for more than the minimum prescribed / recommended duration as applicable to part-time study.
- 7.6 The municipality will **ONLY** cover tuition fees for employees wishing to enroll in undergraduate and post-graduate studies.
- 7.7 No meals, accommodation and transport will be covered. The Municipality shall not be responsible for providing official transport in respect of registration, seminars, attendance of classes and or examination).
- 7.8 A bursary must be granted subject to the verification of results of studies for which a previous bursary was granted.
- 7.9 If an employee fails a subject/s in an academic year, such subject/s must be repeated at his/her own cost before another bursary can be granted.
- 7.10 The annual bursary will continue until completion of the qualification, subject to the condition that the employee passes all the subjects entered for the course and does not change his/her field of study.
- 7.11 The registration fee at a tertiary educational institution in respect of a bursary is payable directly to such a tertiary educational institution, unless proof of payment of such registration fee is submitted by the relevant employees and they are eligible for a refund.
- 7.12 Payment of such fees should be recommended by Senior Manager Corporate to BTO for processes, no payment will be paid to the institution without a letter from Senior Manager corporate services
- 7.13 The employee receiving a bursary must submit proof to the Human Resource annually that (s)he has completed that particular year successfully.
- 7.14 The bursary is once off services No employee will benefit from the scheme twice or more.
- 7.15 Should an employee withdraw from the course for any reason whatsoever the employee will be liable for the repayment of the course registration fee as paid by the Municipality.
- 7.16 If an employee is transferred to another Department within Elias Motsoaledi Municipality such a Department shall not compel an employee to change his/her study direction if the course is relevant and beneficial to the Municipality as a whole.

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8. PREPARATORY PHASE FOR FINANCIAL ASSISTANCE FOR EMPLOYEES

- 8.1 The process of management the Human Resources Unit shall call for applications through internal methods of communication and invite interested employees to apply for each Academic year in the second quarter of each financial year.
- 8.2 The applications for a bursary will close at the end of the second week of January of each academic year or at the date to be determined by the municipality in respect of semester courses
- 8.3 After the closing date the Human Resources unit shall submit all applications to the Bursary Committee /training for recommendation based on applications received a meeting convened by an Internal Bursary Committee/ training comprising of the following officials:
1. Senior Manager: Corporate Services (Chairperson)
 2. Manager: Human Resources
 3. Skills Development Facilitator (Secretariat)
 4. Labor union representative
 5. Others are appointed from various internal departments
- 8.4 After the selection process thereafter the applications with recommendations of the Committee shall be forwarded to the Municipal Manager for approval.
- 8.5 The Human Resource Unit shall compile a letter, within seven (7) working days after approval, confirming that a Bursary has been allocated to the bursary holder and forward it to the employee to notify the academic institution.

9. ADMINISTRATIVE REQUIREMENTS OF EMPLOYEES

- 9.1 All applicants shall submit the relevant documents i.e Bursary application forms, quotations for registration /administration fees, examination fees and tuition fees on or before the stipulated closing date to allow for sufficient time for the administration processes to be completed before submission to the Bursary Committee.
- 9.2 If an application is received after the closing date or is not submitted to the relevant documentation timeously, the application will not be considered.
- 9.3 Employees granted bursaries shall enter into a contractual agreement with the Municipality. No money shall be paid on behalf of the student if the agreement is not completed and signed correctly and submitted to the Human Resources Department. The Signing of the contract on behalf of the Municipality shall rest with the Municipal Manager.
- 9.4 Granting examination and study leave will be in accordance with the Municipality's Leave policy e and Collective Agreements. Applications for leave for study purposes must be in compliance with the municipal study leave policy.
- 9.5 A Formal Statement of results shall also be forwarded to the Human Resources Department at the end of each year / semester before payment can be made for the ensuing year.
- 9.6 The following documents are required for the application to be considered only for first applicants:**
- First Application form (obtainable From HR /Elias Motsoaledi Municipality Website)
 - Letter of motivation be signed by Senior manager of the directorate and applicant.

- All your qualifications.
- Copy of ID document.
- Letter of admission or proof of admission from the institution of higher learning.

10. BUDGET ALLOCATION

- 10.1 The Municipality shall set aside and commit itself to making budgetary provision for each financial year for the implementation of the internal employees' bursary programme.
- 10.2 The granting of the funding amount per annum shall be determined by the approved budget
- 10.3 The number of new intakes will depend on the availability of funds and the number of employees on the scheme for that Academic year.
- 10.4 The study fees will be capped up to not more than R40 000 per year for each approved personnel
- 10.5 The Municipal staff are encouraged to register with public institutions
- 10.6 If personnel registration and study fees are more than R40 000 per year, the remaining balance will be paid by the personnel

11. CONTRACTUAL AGREEMENT AND BREACH OF CONTRACT BY EMPLOYEES

- 11.1 The parties in the Bursary scheme must contract to serve the Elias Motsoaledi Municipality for at least two years after the completion of the qualification -.
- 11.2 In the event, the official's services with the Municipality are terminated for whatever reason e.g. resignation, termination of contract or dismissal the official shall be compelled to repay the Municipality the bursary amount, calculated on the amount paid by the employer.
- 11.3 In the case of an employee who leaves the service, the amount owing will be re-claimed from his/her final leave pay-out, failing which an 'out-of-service' debt must be set up.
- 11.4 If the obligations cannot be fulfilled owing to death or incapacity due to any mental or physical disability, any liability for the refund of any money which may be due in terms of the undertaking shall lapse.
- 11.5 If an employee leaves the service before completing his/her studies, does not make satisfactory progress towards obtaining his/her qualification, and/or elects not to continue with his/her studies the employee shall be required to re-imburse the Municipality the full amount of bursary money.
- 11.6 In the event of a participant in the scheme wishing to temporarily suspend or discontinue his/her studies or having made unsatisfactory academic progress, it will be incumbent upon him/her to immediately request the Municipality for a deferment of contractual obligation and present the Municipality with a proposal to enable him/her to

complete the relevant course / qualification at his/her own cost to avoid immediate steps being taken to institute a recovery of study fees.

11.7 This deferment, however, shall not exceed a period of 1 year without prior approval. In exceptional cases where this deferment exceeds a period of two years prior approval from the Accounting Officer is required.

11.8 If the municipality is found to have financial stress, by any unconditional circumstance not able to budget to the scheme, any bursary holder for that period will pay the fees from their own pocket.

11.9 No employee shall be given automatic promotion on the basis that (s)he completed the qualification through municipal bursary scheme.

12. RELEASE FROM DUTY TO STUDY FULL-TIME: SERVING EMPLOYEES

12.1 Employees shall not be permitted to study at a tertiary institution on a full-time basis with retention of salary, if they are granted financial assistance.

13. CHANGE IN STUDY DIRECTION OR INSTITUTION

13.1 The bursary holder decides to change the field of study for example, Engineering to Public Administration, the contract between shall not be considered

13.2 If an employee, for whatever reason, wishes to change the field of study or the courses for which she/ he originally enrolled, such changes will be made at his/her own cost.

14. DEFAULT

14.1 Non-compliance of any of the stipulations contained in this Policy will be viewed as misconduct and will be dealt with in terms of the Municipality's disciplinary Code

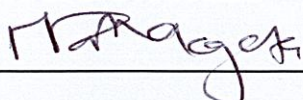
15. ADOPTION OF THE POLICY

This policy will be adopted by the Municipal Council

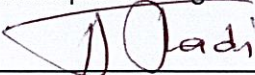
16. REVIEW OF THE POLICY

This policy will be reviewed in three years or as and when necessary.

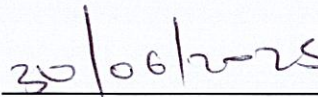
17. SIGNATORIES



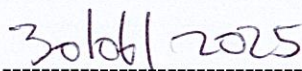
Ms. NR Makgata Pr Tech Eng
Municipal Manager



The Mayor
Cllr. Tladi MD



Date



Date