

---

# ELIAS MOTSOLEDI LOCAL MUNICIPALITY- MASEPALA WA SELEGAE



## OVERTIME AND STANDBY ALLOWANCE POLICY

MUNICIPAL COUNCIL RESOLUTION NUMBER

C22/23-83

APROVED AT THE 04<sup>th</sup> ORDINARY COUNCIL SITTING OF 28<sup>TH</sup> JUNE 2023

<b>TABLE OF CONTENTS</b>		
<b>NO</b>	<b>DESCRIPTION</b>	<b>PAGE NO</b>
1	PREAMBLE	3
2	PURPOSE	3
3	SCOPE AND APPLICATION	3
4	COMMENCEMENT AND VALIDITY	4
5	DEFINITION	4-5
6	LEGAL FRAMEWORK	6
7	POLICY OBJECTIVES	6
8	PRINCIPLES	6-7
9	PROVISION OF OVERTIME	7
9.1	REMUNERATED OVERTIME	7
9.2	CALCULATION OF OVERTIME	8
9.3	CONDITIONS FOR REMUNERATED OVERTIME	8-9
9.4	AWARDING TIME OFF FOR OVERTIME	9-10
9.5	TIME OFF FOR EMERGENCY WORK	10
9.6	AUTHORISATION FOR REMUNERATED OVERTIME	10-11
9.7	CONTROL MEASURES FOR REMUNERATED OVERTIME	11-12
9.8	ADMINISTRATIVE PROCEDURES	12
10	ROLE AND RESPONSIBILITIES IN RESPECT OF OVERTIME	12
10.1	THE ROLE OF THE MUNICIPAL MANAGER	12
10.2	THE ROLE OF FINANCE DEPARTMENT	12-13
10.3	THE ROLE OF THE LINE MANAGER	13
10.4	THE ROLE OF CORPORATE SERVICE DEPARTMENT	13-14
10.5	THE ROLE OF THE EMPLOYEE	14
11	GUIDELINES ON STANDBY ALLOWANCES	14
11.1	EMERGENCY STANDBY	14-15
11.2	REGULAR STANDBY	15
12	GENERAL PROVISION ON STANDBY DUTY	15-16
13	CONDITIONS FOR PAYMENT OF STANDBY ALLOWANCES	16
13.1	CALCULATION OF STANDBY ALLOWANCES	16-17
14	EXCLUSIONS FOR STANDBY ALLOWANCE	17
15	RISK ASSESSMENTS	17
16	ROLES AND RESPONSIBILITY IN RELATION TO STANDBY ALLOWANCE	17
16.1	THE ROLE OF CORPORATE SERVICES	17-18
16.2	THE ROLE OF FINANCE DEPARTMENT	18
16.3	THE ROLE OF LINE MANAGER	18-19
16.4	THE ROLE OF EMPLOYEE	19

<b>17</b>	<b>IMPLEMENTATION AND MONITORING</b>	<b>19</b>
<b>18</b>	<b>BUDGET AND RESOURCES</b>	<b>19</b>
<b>19</b>	<b>COMMUNICATION</b>	<b>19</b>
<b>20</b>	<b>POLICY REVIEW</b>	<b>19</b>
<b>21</b>	<b>NON-COMPLIANCE</b>	<b>20</b>
<b>22</b>	<b>DISPUTE RESOLUTION</b>	<b>20</b>
<b>23</b>	<b>EFFECTIVE DATE</b>	<b>20</b>
<b>24</b>	<b>SIGNATORIES</b>	<b>20</b>

## **1. PREAMBLE**

The Elias Motsoaledi Local Municipality (hereinafter referred to as the “Municipality” and “EMLM”) recognises that overtime work is regulated by law. The Municipality believes that this Policy sets out to mitigate risks of non-compliance with the applicable regulatory framework and laws and manage overtime work in a manner that is efficient and effective based on democratic values, fair labour practices and fundamental human rights.

EMLM acknowledges that overtime and standby work is a necessary element of service delivery and thereby makes necessary arrangements for employees to access the benefit. The focus is on effective management of employee performance and to ensure that overtime and standby is applicable only when required and to the benefit of the Municipality.

This Policy does not take precedence over applicable legislation and/or collective agreement which may be in force at the time of its approval.

## **2. PURPOSE**

The policy intends to enable the Municipality to regulate the use of overtime and standby by its employees and providing additional guidelines for the administration and management of overtime and standby allowance for EMLM.

## **3. SCOPE AND APPLICATION**

The Policy is applicable to all employees of the Municipality (EMLM) with the exception of the senior managers and employees who work shifts in terms of their employment contracts. The provisions governing overtime and standby as regulated by the Basic Conditions of Employment Act 75 of 1997, South African Local Government Bargaining Council (SALGBC) Collective Agreements shall apply.

This policy shall be known as the Elias Motsoaledi Local Municipality Overtime and Standby Allowance Policy and it applies to all employees of Municipality and it shall provide for:

- i. Standby allowance;
- ii. Overtime allowance;

#### 4. COMMENCEMENT AND VALIDITY

This policy shall come into effect upon the acceptance hereof by the Council of the Elias Motsoaledi Local Municipality by resolution.

The Elias Motsoaledi Local Municipality shall ensure that employees and managers are trained about this policy and able to implement this policy effectively.

#### 5. DEFINITIONS

All terminology used in this Policy shall bear the same meaning as in the applicable legislations and the South African Local Government Bargaining Council (SALGBC) Collective Agreements.

<b>TERM</b>	<b>DEFINITION</b>
<b>Accounting Officer</b>	This refers to the Municipal Manager of the Elias Motsoaledi Local Municipality.
<b>Employer</b>	Elias Motsoaledi Local Municipality/ NDM.
<b>Employee</b>	Officials of Elias Motsoaledi Local Municipality employed on fulltime and/or for a fixed term period, except for the Municipal Manager, Managers directly Reporting to the Municipal Manager (Section 56/57 Managers); Interns or those participating in Learnerships.
<b>Councillors</b>	Means the directly elected Councillors of Elias Motsoaledi Local Municipality as elected for the term of office.
<b>Overtime</b>	The time that an employee works during a day or a week in excess of their ordinary hours of work.
<b>Overtime Duty</b>	Official duty performed by a staff member: a. On a Saturday, Sunday or a Public Holiday in the case of a staff member who does not normally work on such day. b. Over and above the working week prescribed for him/ her in terms of the Public Service Regulations 2001.
<b>Awarding Time Off</b>	This concept implies that all staff members performing duties over and above their official hours and during weekends or Public Holidays shall after consultation and approval, be entitled to claim overtime either actual hours worked on an accrued day off for each full work day on Saturday, Sunday or Public Holiday.

<b>Manager</b>	A manager is anyone whose duties in the main involve responsibility for the work of others. Thus the term includes not only those who are usually referred to as Managers because they are members of the so-called “management echelon”, but also all first-line supervisors.
<b>Local Labour Forum (LLF)</b>	This is a statutory body and is representative of both the employer and labour component to discuss pertinent governance issues.
<b>Day</b>	Means a working day i.e. Monday to Friday, excluding public holidays unless indicated otherwise by the context.
<b>Employee</b>	Means a person employed by the Council and shall include a permanent employee or a contract employee as defined, but excludes an independent contractor or its employees; as well as interns.
<b>Standby</b>	Is the written instruction to an employee (who can be relied on when needed) to be on standby, because of the possibility that there might be unplanned and unpredictable or emergency work to be undertaken outside normal working hours.
<b>Standby Allowance</b>	Is an allowance payable because of having worked standby as requested.
<b>Emergency Work</b>	Refers to work that must be done without delay because of circumstances for which the employer could not reasonably have been expected to make provision and which cannot be performed by employees during their ordinary hours of work. Emergency work excludes the performance routine maintenance work outside normal working hours.
<b>Essential Services</b>	Means <i>services</i> by whomsoever rendered, and whether rendered to the Government or to any other person, the interruption of which would endanger the life, health or personal safety of the whole or part of the population.
<b>Emergency Standby</b>	The requirement for emergency standby may arise at short notice, for example, in response to severe weather conditions. The unpredictable nature may necessitate the drawing up of a roster at short notice. It is important to ensure that contact numbers for those expected to work are up to date.
<b>SALGBC</b>	Means the South African Local Government Bargaining Council.

## **6. LEGAL FRAMEWORK**

- a) Local Government: Municipal Systems Act 32 of 2000;
- b) Local Government: Municipal Structures Act 117 of 1998;
- c) Local Government: Municipal Finance Management Act 56 of 2003;
- d) Basic Conditions of Employment Act 75 of 1997;
- e) Labour Relations Act 66 of 1995;
- f) Annual threshold earnings as determined and released by the Minister of Employment and Labour.
- g) Elias Motsoaledi Local Municipality - Delegations of Authority; and
- h) South African Local Government Bargaining Council (SALGBC) Collective Agreements (as amended).
- i) The Constitution of the Republic of South Africa, Act No. 108 of 1996;
- j) Labour Relations Act and Regulations Act No. 66 of 1995, as amended;
- k) SALGBC Collective Agreement on Conditions of Service: Limpopo Division (as amended);
- l) Any other legislations or regulations applicable to the Local Government

## **7. POLICY OBJECTIVES**

The objectives of this Policy are:

- a) to regulate overtime work;
- b) to ensure that overtime work is preauthorised, except in exceptional circumstances of emergency;
- c) to ensure that overtime work is in compliance with relevant applicable legislation.
- d) To provide a fair and justifiable basis for management and compensation of overtime and standby allowance in the employ of Municipality.
- e) Supplement the collective agreements by providing additional guidelines on the management of overtime and standby allowances by the Municipality;
- f) To foster the principle of accountable and responsive services by the Municipality;
- g) To ensure that the Municipality has the capacity to respond to situations, events and urgent issues outside of normal hours and that the municipality has appropriate staff to provide standby work when required.
- h) This policy stipulates under what circumstances payments will be made and what the payments will be for overtime and standby.

## **8. PRINCIPLES**

- a) This policy shall be implemented in a cost-effective manner such that the municipality has value for money.
- b) Employees shall be on standby or on overtime when it is necessary and in the best interest of the municipality.

- c) Employees on standby/ overtime should be rotated evenly and equitably on a regular basis and not the same employee all the time.
- d) Employees on overtime shall execute their duties with honesty and integrity.
- e) Employees on standby should be treated fairly and remunerated accordingly in line with applicable legislation.

## **9. PROVISIONS OF OVERTIME**

Where the Council requires an employee to be available for the performance of duties outside of their normal working hours, the employee shall be entitled to a standby allowance or overtime.

Emergency work shall be regarded as overtime and shall not require prior consent. Notwithstanding the above mentioned, in terms of Clause 8.2 of the SALGBC Collective Agreement on Conditions of Service for the Limpopo Division, the limitations as set by the Basic Conditions of Employment Act 75 of 1997 “... *shall not apply to emergency work*”.

### **9.1. REMUNERATED OVERTIME**

This is duty in excess of the prescribed hours of attendance. Remunerated overtime is therefore calculated based on hours worked in excess of prescribed hours of attendance. Duty performed by an employee during a period of leave is not considered for purposes of the payment of remunerated overtime.

Employees who earn more than the earnings threshold as determined by the Minister of Employment and Labour are not eligible for remunerated overtime and for the overtime worked they shall therefore be granted time-offs.

Overtime must be strictly controlled to the maximum of three (03) hours per day. And in the circumstances where overtime worked is more than the stipulated (03) three hours, such hours must be granted to employees as time-offs and not be claimed in the overtime book.

## 9.2. CALCULATION OF OVERTIME PAYMENT

The rate for the purpose of remunerated overtime has been determined as one third times his / her hourly wage. The remuneration paid on weekends to an employee for overtime work is calculated by multiplying the total number of hours the overtime work is performed by the overtime rate. The overtime rates shall be determined as follows:

**Normal Time:** When an employee is required to perform official duties for more hours than his / her normal working hours during any week day.

**Double Time:** Any time worked on Sunday or Public Holiday by an employee, who does not ordinarily work on Sunday or Public Holiday, is calculated as overtime as well as overtime performed between 20h00 hours and 06h00 hours.

## 9.3. CONDITIONS FOR REMUNERATED OVERTIME

Overtime work may be authorised for eligible employees in the Municipality on the following conditions:

- a) Employees shall not be required or permitted to work overtime for period exceeding:
  - Ten (10) hours in a week; and
  - Three (3) hours on any working day.
- b) No employee may perform overtime before the relevant person who has the authority in accordance with the office delegations to do so, has granted the necessary approval in writing.
- c) An employee's monthly compensation for overtime should not exceed thirty per cent (30%) of the employee's gross monthly salary.
- d) In cases where the monthly overtime compensation exceeds the above limits, the Departmental Head where overtime is performed may grant the employee time-off or special leave instead of overtime, granted based on one hour for every excess hour worked. Time-off or leave instead of overtime can be taken and/or granted for purposes of activities of a registered trade union.
- e) An employee performing overtime duty is not compensated for travelling time. Overtime should be arranged in such a manner that the start and end

times coincide with the times during which public or other alternative transport is available.

- f) If an employee performs authorised overtime duty at a place other than his / her normal place of work, the travelling time between the two places shall be regarded as overtime duty.
- g) Remunerated overtime may not be approved for a continuous period of more than four months.
- h) An employee cannot do overtime as per conditions below, unless in cases where circumstances prevent the employee to meet these conditions and the relevant Departmental Head has ensured that such circumstances are brought to the Manager Human Resources when a claim form for these hours is submitted. The Municipal Manager will then be approached to approve the deviation from these conditions:
  - If an employee did not book overtime duty on a Saturday, the employee will not be allowed to book overtime duty for Sunday.
  - If an employee took vacation, sick or special leave on a Friday, that employee shall not be allowed to book overtime duty for either the Saturday or Sunday.
  - If an employee did not start overtime duty immediately following normal knockoff time during the week.

#### **9.4. AWARDING TIME OFF IN- LIEU OF OVERTIME**

- a) All Municipal Staff members who perform duty over and above their official hours of duty may be granted paid time-off equivalent to the time worked instead of overtime remuneration;
- b) Time off instead of payment for overtime shall be granted only for unstructured and approved overtime;
- c) Application for time off instead of payment for overtime worked shall be made and be supported by the Manager and finally approved by the Municipal Manager or his / her nominee ;
- d) Time off instead of payment for overtime worked cannot be encashed except on termination of services;
- e) Time off instead of payment for overtime worked must be taken within six (6) months from date of accrual;
- f) Time off not taken within six (6) months will be forfeited;
- g) The approver who fails and/ or rejects without any valid reasons to approve a request for accrued lapsing leave shall be personally held

liable for payment of the said leave days to the Employee to whom the said leave days are due; and,

- l) This six (6) months period may, for operational reasons, be extended to a maximum of twelve (12) months by the Municipal Manager on good motivational grounds by the responsible Manager.

#### **9.5. TIME OFF FOR EMERGENCY WORK**

- a) In terms of Clause 6.3 of the SALGBC Collective Agreement on Conditions of Service for the Limpopo Division, emergency work means an unexpected emergency owing to circumstances for which an employer would not normally have made provision for and which should be done immediately.
- b) In cases where employees are expected to perform overtime duty before approval is obtained due to circumstances beyond the Municipality's control; such duty shall for the purpose of this policy be viewed as emergency work.
- c) In such cases employees must be granted time off in respect of the first day that such overtime duty was performed prior to obtaining approval.
- d) The time off will be granted on the basis of one hour for every excess hour worked. Departmental Heads will be responsible for managing of these hours.

#### **9.6. AUTHORISATION FOR REMUNERATED OVERTIME**

- a) Authorisation for remunerated overtime duty shall be in accordance with the office delegations.
- b) The following information should be provided when an application for overtime is submitted for approval:
  - Circumstances that necessitated the performance of the overtime duty.
  - Steps, taken to prevent performance of overtime duty such as redistribution of duties among employees or temporary utilisation of employees.
  - Information on any voluntary unpaid overtime duty performed by employees with regard to the task in respect of which remunerated overtime duty is performed and about general work in the department.

- Clearly defined and measurable outputs for the overtime work in respect of every individual employee for which overtime is requested.
- Names and ranks of employees who will be required to perform overtime duty.
- Duration of the overtime duty.
- Estimated expenditure and total hours on the planned overtime duty, as well as clear differentiation between normal and double-time, indicating the amount that will be needed next to each of the above-mentioned.
- If the performance of overtime is aimed at the completion of work, which has fallen in arrears, an investigation of the circumstances should be done before overtime is authorised.
- Specific indication about the responsible manager who would supervise the remunerated overtime, if authorised.

#### **9.7. CONTROL MEASURES FOR REMUNERATED OVERTIME**

Requests for remunerative overtime can only be recommended/ approved if the necessary funds are available. To ensure a continuous review of projects and functions in respect of overtime remuneration, approval granted in this regard will be valid for a period of one month and may be extended (on approval by the Executing Authority) up to a maximum period of three (3) Months.

It is also the responsibility of the immediate supervisor to ensure that:

- There is adequate supervision and control measures at all times during the performance of remunerated overtime duty.
- The remunerative overtime duty is not authorized for less busy periods, when the workload does not warrant it
- Remunerated overtime is not performed for a continuous period of more than four months.
- Overtime remuneration is efficient and cost effective.
- Record of all overtime duty is kept.
- An attendance register is kept
- When the overtime claim is submitted for payment, the output produced during the period covered by the claim form is clearly provided.

- Municipal staff members are not subjected to overtime duty to such an extent affected that the quantity and quality of the work performed during normal working hours is adversely.
- All claim forms and a copy of overtime authorisation should be submitted to the Manager Human Resources instead of directly to the Chief Financial Officer.

### **9.8. ADMINISTRATIVE PROCEDURES**

The following documents as attached shall be used whenever an employee is putting a claim on overtime or/ and Standby allowance:

- (a) Overtime standard operating management procedure
- (b) Overtime/ Standby claim form

A request for remunerated overtime must be approved by the Departmental Head before submission to Manager Human Resources for further processing.

All claim forms for approved remunerated overtime duty will be submitted to the Manager Human Resources to certify that all information provided, is correct as well as to place a copy of the overtime claim on the employee's personal file for record purposes.

## **10. ROLES AND RESPONSIBILITIES IN RESPECT OF OVERTIME**

### **10.1. THE ROLE OF THE MUNICIPAL MANAGER**

The role of the Municipal Manager is to:

- a) Ensure that overtime is administered and managed appropriately;
- b) Ensure that an up to date register/ control sheet of overtime Municipal staff members at institutions are kept;
- c) Ensure that the employee claims form for remunerated overtime is submitted to the salary section;
- d) Ensure that municipal staff members are remunerated timeously for overtime worked
- e) Verify and approve payment of remunerated overtime for employees; and,
- f) Report to the Council quarterly on organised remunerated overtime;

### **10.2. THE ROLE OF FINANCE**

The role of the Finance Department is to:

- a) Implementation of overtime and or policy provisions accordingly;
- b) Ensure that overtime is managed and administered appropriately;
- c) Manage and administer organized remunerated overtime;
- d) Verify and confirm payment of overtime for employees undertaking overtime duties;
- e) Keep updated records of overtime for reporting and audits purposes;
- f) Report to Council on monthly basis on payments of overtime.

### **10.3. THE ROLE OF THE LINE MANAGER**

The role of the line manager is to:

- a) Ensure that fair and equitable administration of remunerated overtime;
- b) Assist employees in the completion of forms for remunerated overtime;
- c) Maintain accurate and up-to-date records of Municipal staff members remunerated overtime and make records available for audit purposes when required;
- d) Evaluate requests for remunerated overtime individually in an equitable and non-prejudicial manner and ensure they are considered only as the last resort; and,
- e) Approve requests for overtime through the Municipal Manager.

### **10.4. THE ROLE OF THE CORPORATE SERVICES DEPARTMENT**

The role of Corporate Service Department is to:

- a) Ensure that the implementation of organized remunerated overtime policy and its provisions are done accordingly;
- b) Ensure that the organised remunerated overtime is managed and administered accordingly;
- c) Manage and administer organised remunerated overtime;
- d) Keep updated records on organised remunerated overtime for reporting and audit purposes;

- e) Oversee the administration and management of organised remunerated overtime;
- f) Monitor and evaluate the administration and management of organised remunerated overtime in the Municipality;
- g) Ensure the receipt of reports on remunerated overtime from the HR services; and,
- h) Recommend the amendments and implement any changes to the provisions of this policy.

## **10.5. THE ROLE OF THE EMPLOYEE**

The role of the Employee is to:

- a) Ensure that the remunerated overtime is utilized responsibly and with due regard for the Service Delivery of the Municipality;
- b) Adhere to the prescribed legislations and regulatory frameworks and provisions as outlined in this policy;
- c) Employees who are on standby on the basis where they are expected to deal with incidents that may arise within the scope of their job role and/ or competency. Employees on standby must not consume alcohol or take medication/ drugs which could impact on the ability to respond to a call out or in the event of a call out to perform the work;
- d) An Employee is expected that they will be able to arrive at work within a reasonable time of being called out. This time will be set according to the needs of each service. An employee may leave their home but still remain contactable and have transport available to enable a return to work within the prescribed period; and,
- e) An Employee must contact their manager as soon as possible if they become ill or are unable to comply with their responsibilities during a period of overtime. This will enable the manager to make alternative arrangements.

## **11. GUIDELINES ON STANDBY ALLOWANCES**

For the purpose of this policy, the classification of “Standby” falls into two categories namely:

### **11.1. EMERGENCY STANDBY**

The requirement for emergency standby may arise at short notice, for example, in response to severe weather conditions. The unpredictable nature may necessitate the drawing up of a schedule at short notice employees need to be flexible in this regard. It is important to ensure that contact numbers for those working are up to date.

## **11.2. REGULAR STANDBY**

- a) This is to provide cover outside of normal working hours. It will only operate where there is a consistent and sustained requirement to provide services outside of normal working hours;
- b) Being on standby will therefore be an established feature and requirement of the role and a contractual requirement;
- c) In order to enable employees to make the necessary arrangements and to ensure that there is clarity of roles and responsibilities, the standby schedule should be prepared as far as possible in advance;
- d) The contact numbers for the employees on the schedule and the procedures for accessing tools, vehicles, entry into buildings etc. should be well established and known in advance; and,
- e) Employees on standby shall be entitled to a cell phone allowance and at all times should always be available on their phones.

## **12. GENERAL PROVISIONS ON STANDBY DUTY**

- a) Standby duty is subject to the provisions of the Collective Agreement on the Conditions of Service, and the provisions of this policy;
- b) In case of conflict between this policy and the provisions of the Collective Agreement on the Conditions of Service, the provisions of the Collective Agreement will prevail;
- c) Standby duty is subject to prior written approval by the Municipal Manager and no standby may be worked without such written approval being obtained;
- d) Standby only commences after completion of an employee's ordinary daily working hours;
- e) Standby can only be claimed for actual hours worked and include travelling time;
- f) Standby will strictly be for unplanned, unknown, unforeseen and emergency work and would be approved only for certain categories of employees agreed upon by the specific Departments as employees authorized to be working standby; and,

- g) Departments are to send the list to the salaries subsection within finance and as well as to the Human resources subsection within Corporate Services. The list can only be updated by the specific General Manager in that department.

### 13. CONDITIONS FOR PAYMENT OF STANDBY ALLOWANCES

The Elias Motsoaledi Local Municipality standby allowance shall only be payable on the following conditions:

- a) When the employee is required to be available for duty for a period of at least eight (8) hours during a twenty-four (24) hour period (based on a forty (40) hour working week) after normal working hours, for a maximum of one (1) week/ seven (7) days at a time.
- b) An employee cannot be required to be on standby duty for more than two (2) weeks per month;
- c) The standby allowance shall not affect or be affected by any remuneration for overtime worked by the employee during the period of standby duty.
- d) Standby allowance will only be paid when submitted with the schedule signed by the Head of Department and approved by the Municipal Manager.
- e) Departments shall make provisions for payment of standby allowances in their medium-term expenditure framework.
- f) Standby allowance is linked to a position and not an employee and therefore applies only to the employees occupying the relevant positions identified by the Municipality.

#### 13.1. CALCULATIONS OF STANDBY ALLOWANCES

When an employee, by resolution of the municipality makes himself available on a standby basis for active overtime service outside normal working hours, he/ she shall also be entitled to a standby allowance calculated on the following basis:

- a) The standby allowance tariff = 20% of annual basic salary of incumbent +250÷8
- b) Standby Allowance is payable per hour and shall be calculated as follow:
  - **Monday to Friday: 1 x hourly tariff x number of hours**
  - **Saturday: 1.5 x hourly tariff x number of hours**
  - **Sunday and Public holidays: 2 x hourly tariff x number of hours**

- c) An employee on standby duty called out to perform actual work shall be paid at the appropriate rate of overtime as determined in this policy.
- d) An employee on standby duty called out to perform actual work on standby shall be paid at the Automobile Association (AA) rate for traveling from home to work and from work to home.

#### **14. EXCLUSIONS FOR STANDBY ALLOWANCE**

- a) This policy shall exclude all Elias Motsoaledi Local Municipality employees who do not render the following services:
  - Emergency services (Disaster and Fire Services)
  - Essential services (Environmental Health Services and Electrical services)
  - Information and Communication Technology
- b) All other employees are excluded in terms of this policy and cannot work standby except under life threatening conditions to be considered and approved by the Accounting Officer.

#### **15. RISK ASSESSMENTS**

- a) In the case of employees called out to carry out their emergency services it is expected that managers would already have risk assessments in place for such duties.
- b) Although some call outs may be of an unpredictable nature, for most situations it should be possible for managers to already have identified potential risks and have up-to-date risk assessments in place.
- c) Employees should have access to the risk assessments and should have received appropriate training in connection with any potential risks as well as training on mitigation strategies thereof.
- d) Employees should be aware of any potential risks and hazards that could arise while dealing with a call out as well as.

#### **16. ROLES AND RESPONSIBILITIES IN RELATION TO STANDBY ALLOWANCE**

##### **16.1. THE ROLE OF THE CORPORATE SERVICES**

The role of the Corporate Service Department is to:

- a) Oversee the administration and management of issues of conditions of services including standby allowances;

- b) Monitor and evaluate remuneration of standby allowances within the Municipality;
- c) Ensure that the department reports on standby allowance;
- d) Amend and implement any changes to the provisions of this policy; and,
- e) Advise Council and Management on the implementation of conditions of service issues including standby allowances.

## **16.2. THE ROLE OF FINANCE DEPARTMENT**

The role of the Finance Department is to:

- g) Implementation of standby allowance and or policy provisions accordingly;
- h) Ensure that standby allowance is managed and administered appropriately;
- i) Manage and administer organized remunerated standby allowances;
- j) Verify and confirm payment of standby allowance for employees undertaking standby duties;
- k) Keep updated records of standby allowances for reporting and audits purposes;
- l) Report to Council on monthly basis on payments of standby allowances.

## **16.3. THE ROLE OF THE LINE MANAGER**

The role of the line manager is to:

- a) Based on valid reasons, analyse the need for an employee(s) to be on standby and make recommendations to the Head of Department;
- b) Responsible for drafting a standby schedule on a monthly basis and ensure that the schedule is approved by the Head of the Department before any employee is assigned on standby duty;
- c) Risk assessments for the duties are up to date;
- d) All Managers are responsible for ensuring that approved standby claims are submitted to Finance and that employees are reimbursed timeously;

- e) Ensure fair and equitable administration of remuneration of standby allowance;
- f) Consider budget and availability of funds;
- g) Assist employees in the completion of forms for standby allowance;
- h) Maintain accurate and up-to-date records of employees' remuneration of standby allowance for audit purposes, when required; and,
- i) Evaluate standby allowance in an equitable and non-prejudicial manner and ensure that they are considered only as a last resort.

#### **16.4. THE ROLE OF THE EMPLOYEE**

The role of the employee is to:

- a) Complete and submit standby allowance claim forms.
- b) Sign attendance registers as and when required.
- c) Ensure that standby allowance is claimed responsibly and,
- d) Adhere to the prescribed legislations, regulatory frameworks and provisions as outlined in this policy.

#### **17. IMPLEMENTATION AND MONITORING**

This policy will be implemented and effective once approved by the Council.

#### **18. BUDGET AND RESOURCES**

The financial and resource implications related to the implementation of this Policy should be qualified and quantified by Human Resource Management.

#### **19. COMMUNICATION**

This Policy will be communicated to all employees using the full range of communication methods available to the Municipality.

To ensure ease access to the approved Council policy by employees and stakeholders, it shall be uploaded onto the Municipal website.

#### **20. POLICY REVIEW**

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council. Submission for review on an earlier date if necessary is permissible.

## **21. NON-COMPLIANCE**

Non-compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the applicable Disciplinary Code.

## **22. DISPUTE RESOLUTION**

Any dispute arising from this Policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum shall be incorporated into the policy.

## **23. EFFECTIVE DATE**

The Policy shall be effective forthwith from the date approved by the Municipal Council of the EMLM.

## **24. SIGNATORIES**

\_\_\_\_\_  
Municipal Manager  
Mr M.M. Kgwale

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Mayor  
Cllr. M.D. Tladi

-----  
Date