

# **MOLEMOLE LOCAL MUNICIPALITY**



## **STANDBY ALLOWANCE POLICY**

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## **1. PREAMBLE**

The purpose of this policy is to ensure:

- That set guidelines exists as to the payment of standby allowances;
- That the official to whom standby allowance can be paid are identified;
- That the stipulations of the policy, SALGBC collective agreement as well as the Basic Conditions of Employment Act 1997 are adhered to.
- Structures are in place that will give guidelines to act against employees or third parties not adhering to the stipulations of this policy or the supporting Act.

## **2. PRINCIPLES**

- 2.1 When an employee, by resolution of the department head concerned, make her/him available on stand-by for to execute duties outside normal working hours, she/he is entitled to a stand-by allowance.
- 2.2 A stand-by allowance shall not be incorporated into or written off against any remuneration for overtime worked.
- 2.3 Should an employee be called out of duty during a period of standby, standby allowance starts from the time that she/he leaves his/her place of residence until the time he/she returns.
- 2.4 The standby allowance is payable as per provisions of the collective agreements
- 2.5 Standby allowance claim must be submitted on the standby approval process form
- 2.6 A stand-by allowance must be paid together with an employee's salary for the month during which he/she performed stand-by duty.
- 2.7 The standby allowance must be in line with provisions of the collective agreement and/ or legislation;
- 2.8 The monthly standby allowance paid to an official may not exceed **20%** of the official's basic monthly salary.
- 2.9 This policy should form part of the appointment letters of all officials that are appointed on standby allowance bearing positions.

## **3. RESPONSIBILITY**

### **3.1 Council**

Council has the responsibility to ensure the set policy is approved and adopted. It supports and fully endorses the responsible officer namely the Municipal Manager's or his/her designate functions in this regard.

### **3.2 Municipal Manager**

The Municipal Manager is responsible for implementation and monitoring of the standby allowance policy.

### **3.3 Heads of the various departments**

Each Head of Department is responsible for ensuring that the stipulations of this policy are being adhered to within his/her department. Deviations from the policy stipulations should be reported to the Municipal Manager with immediate effect.

### **3.4 Employees of the Municipality**

The employees should at all times ensure that the stipulations of this policy are being adhered to. Deviations from the policy stipulations by any employee or third party should be reported to the relevant head of department with immediate effect.

## **4. IMPLEMENTATION MONITORING AND EVALUATION**

- The Municipal Manager has been assigned the responsibility for the ultimate implementation of the standby allowance policy; including monitoring and evaluation.
- The implementation of this policy and the furthering of its objectives should be included, as a key performance area in job description of all relevant personnel and progress in this area should be monitored through the line function.

### **4.1 Qualifying Employees:**

- 4.1.1 Employees in section that offer continuous and essential services with a possibility unplanned interruption.
- 4.1.2 Employees that performing duties emergencies services.

**4.2 Procedure**

- 4.2.1 Standby duty must be budgeted for by the departmental manager.
- 4.2.2 Standby must be planned and pre-approved by the departmental manager
- 4.2.3 All standby days worked should be captured into a standby worked register on a daily basis. This register should be captured and scrutinized on daily basis for completeness and accuracy by the relevant supervisor and approved by the relevant head of department. The register should be assigned as proof of the functions performed. The monthly standby allowance payable should be determined from the approved register mentioned in point 4.2.4.
- 4.2.4 A standby planning register should be compiled a month in advance clearly indicating which official will be on standby on what specific day. This register should be scrutinized before the standby dates to be worked are approved, for completeness and accuracy by the relevant supervisor and approved by the relevant head of department. The register and process flow should be signed as proof of the functions performed.
- 4.2.5 The standby planning register should at all times substantiate the information in the standby worked register.
- 4.2.6 The standby allowance paid are subject to personal tax and should therefore be included in the monthly computerized payroll calculations. Under no circumstances may standby allowance be paid directly and outside the computerized payroll cycle.
- 4.2.7 The Head of department should report to his/her direct Head of department, employees or third parties that are not adhering to the stipulations of this policy.
- 4.2.8 The Municipal Manager should act against any official or third party that did not comply with the stipulations of the policy that was reported to him/her.

**5. POLICY REVIEW.**

- 5.1 The policy shall be reviewed annually and as when it becomes necessary to do so.

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| <b>Signature:</b> |  |
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|-----------------------------------|--------------------|
|                                   |                    |
| <b>Initials and Surname:</b>      | M.E. Perya         |
| <b>Designation:</b>               | Mayor              |
| <b>Council Resolution Number:</b> | OC./5.1.5/26/06/20 |
| <b>Council Date:</b>              | 26/06/2020         |