

MOLEMOLE MUNICIPALITY



EMPLOYEE STUDY BURSARY POLICY

1. PREAMBLE.

Molemole Municipality (referred hereunder as Council) acknowledges the fact that it is operating in an environment where majority of the human resources is not sufficiently skilled.

Council acknowledges that in order to sustain internal organizational efficiency, continuous improvement and economic development a deliberate process to facilitate human resources development must be employed.

Therefore, Council commits itself to address the above-mentioned by encouraging and implementing human resources development interventions.

This will be realized by, among others, the granting of bursary/Study bursary scheme to qualifying employees to further their studies and acquire the skills needed to make them more sufficiently skilled and more efficient at their work.

2. PURPOSE

To regulate the process of granting financial assistance to employees who on their own, wish to capacitate and further their formal studies from academic institutions of learning to acquire academic qualifications that will make them more sufficiently skilled & efficient in their current position and beyond.

2 SCOPE OF APPLICATION.

This policy shall apply to all permanent employees of Molemole Municipality.

2.1 OBJECTIVES

- 2.1.1 To provide financial assistance to employees who are willing to further their studies.
- 2.1.2 To enable employees to acquire recognized academic qualifications which are outcome-based,
- 2.1.3 To promote culture of lifelong/continued learning.
- 2.1.4 To increase the level of investment in education and training in the labour market and to improve return on investment
- 2.1.5 To enable employees to deal effectively and pro-actively with change and challenges of work dynamics and external environment.

- 2.1.6 To enable employees to acquire development oriented professionalism and the appropriate competencies.
- 2.1.7 To assist employees in developing better understanding of the needs of the communities that they are serving, as well as the capability to respond to these needs.
- 2.1.8 To create an enabling environment for training and development of present and future incumbent.
- 2.1.9 To create a pool of suitably qualified individuals to be identified and developed in terms of a succession planning programmes.
- 2.1.10 To create a learning organisation where further learning is encouraged.
- 2.1.11 To inculcate a spirit of academic responsibility.

3 FUNDING

- 3.1 The Corporate Services Department shall budget each year for Study bursary/bursary scheme.
- 3.2 The Study bursary scheme shall be advanced to employees who applies for the Study bursary on a first come first serve basis informed by available funds.
- 3.3 The payment arrangement for the Study bursary scheme will be made per semester for semester course and yearly for year courses. Only the amount for the modules that were not successfully completed shall be paid back immediately after the bursary holder has submitted statement of results to the Municipality.
- 3.4 It is the responsibility of the bursary holder to submit the statement of result in time for payment arrangement to be made.
- 3.5 Employees assisted with a Study bursary scheme who terminates employment prior to completion of study shall settle in full the balance advanced to him/her as Study bursary scheme.
- 3.6 Budgeting for the Study bursary scheme shall be based on a projected increase in academic fees as well as financial position or performance of the municipality.

4 VARIATIONS AND CANCELLATIONS

No agreement varying adding to, deleting from or cancelling this agreement shall be of force or legal effect unless reduced to writing and signed by or on behalf of the parties' authorized representatives.

5. NATURE AND EXTENT OF FINANCIAL ASSISTANT

| No. | EXPENSE DESCRIPTION | CATEGORY | OF | AMOUNT |
|-----|---------------------|----------|----|--------|
|-----|---------------------|----------|----|--------|

| | | EMPLOYEES ENTITLED | |
|----|------------------|---------------------------|--------------------------------------|
| 1. | Registration Fee | All | Limited to available budgeted funds |
| 2. | Tuition Fee | All | Limited to available budgeted funds. |
| 3. | Examination Fee | All | Limited to available budgeted funds |
| 4. | Stationery | All | Limited to available budgeted funds |

6. COMPOSITION OF THE BURSARY COMMITTEE

The Bursary Committee shall be made up as follows:

- 6.1 Senior Manager Corporate Services
- 6.2 Chief Financial Officer
- 6.3 Divisional Head Human Resources Management
- 6.4 Skills Development Officer
- 6.5 A representative from each of the recognized trade unions.

7. ADMINISTRATION PROCESS

The Skills Development Officer shall ensure that:

- 7.1 All applicants are informed of the outcomes of their applications on/before 31st October.
- 7.2 All successful applicants must sign a Study bursary/Bursary agreement form.
- 7.3 Payments of registration fees and tuition fees are done directly to the relevant educational institution upon receipt of proof of registration.
- 7.4 Submission of examination results to HR Department after every examination completed.

8. STUDYSTUDY BURSARYBURSARY CONDITIONS.

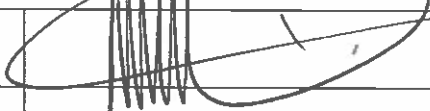
- 8.1 The full amount of the bursary aforementioned study period shall be paid by COUNCIL to the institution of learning after the BURSARY HOLDER has:

- 8.2 Furnished COUNCIL with a satisfactory medical certificate pertaining to his/her general health ONLY on condition that the anticipated field of study requires pre-medical testing;
- 8.3 Furnished COUNCIL with proof that he/she is enrolled at the institution referred to in clause 1, to obtain a recognized qualification.
- 8.4 The employee will attend at the institution referred to in clause 1 on a part time basis with a view to obtain the pursued qualification.
- 8.5 In the event of the employee abandoning his/her studies voluntarily, that part of the Study bursary which has already been paid out, shall immediately become refundable to the municipality by the Study bursary holder.
- 8.6 The municipality shall be entitled to withdraw from this agreement at any time if the employee has in the municipality's opinion, been guilty of misconduct, unsatisfactorily progress in his/her studies or fails to comply with any provision of the Study bursary agreement policy, in which case the employee shall immediately refund the municipality the full amount which has already been paid by the municipality in respect of Study bursary agreement.
- 8.7 The municipality may extend the period within which the employee has to complete his/her studies as prescribed by the Study bursary/bursary policy in order to enable the employee to comply with his/her obligations provided that under such circumstances the employee shall undertake to continue his or her own expense for any period which the period of study is so extended.
- 8.8 The Study bursary/bursary is subject to fund availability in any particular financial year, the municipality reserves a right to suspend or withhold payment provided the affected employee is duly notified.
- 8.9 Repayment of Study bursary amount shall be deducted directly from salary on a monthly basis over an agreed reasonable period.
- 8.10 Failed courses will automatically translate to refundable Study bursary to the municipality and the municipality may not re-register the employee for courses which have been failed
- 8.11 The payment arrangement for the advanced Bursary loan will be made per semester for semester course and yearly for year courses. Only the amount for the modules that were not successfully completed shall be paid back immediately after the bursary holder has submitted statement of results to the Municipality.
- 8.12 It is the responsibility of the bursary holder to submit the statement of result in time for payment arrangement to be made.
- 8.13 The BURSARY HOLDER shall:
- Attend the institution referred to in clause 1 on a part time basis with a view to obtain the pursued qualification.

- Furnish COUNCIL with a certified copy of all examination results (half year and year and results) within one week after such results have been issued.

9. POLICY REVIEW.

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

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| Signature: |  |
| Initials and Surname: | M.E PAYA |
| Designation: | MAYOR |
| Council Resolution Number: | OC / 5.15. / 28 / 05 / 2021 |
| Council Date: | 28 / 05 / 2021 |