

Molemole Municipality

**STANDARD OPERATING
PROCEDURE
(EMPLOYEE BURSARY LOAN)**

STANDARD OPERATING PROCEDURE: EMPLOYEE BURSARY LOAN

1. SCOPE

- 1.1. This procedure applies to all Municipal officials on permanent and fixed term contract.
- 1.2. This procedure is underpinned by the vision statement of the Municipality which is "A developmental people driven organization that serves its community and its mission which is "To provide essential and sustainable services in an efficient and effective manner

2. PURPOSE

- 2.1. The purpose of this standard operating procedure is to provide guidelines to be followed to award bursary loan to Municipal officials.

3. EMPLOYEE BURSARY

3.1. PROCEDURE FOR THE PROVISION OF EMPLOYEE BURSARY

- 3.1.1. Municipal official engage his/her line manager of his intention to study before completing bursary application form.
- 3.1.2. Line manager must acknowledge and agree with the official.
- 3.1.3. Bursary application form submitted to Human resource department together with acceptance letter from institution of high learning
- 3.1.4. Bursary will be granted on a first come first serve depending on the available budget.
- 3.1.5. Human resource department to prepare a memo detailing the bursary application so that relevant parties can confirm, support and sign.
- 3.1.6. Officials must sign an employee bursary loan agreement detailing the terms and conditions.
- 3.1.7. Officials granted bursary loan must submit their result to the Human resource department immediately after they become available.
- 3.1.8. Officials who successfully complete their studies does not pay back the bursary loan.
- 3.1.9. Officials who fail their modules/studies shall make arrangement with payroll to pay back the bursary loan.
- 3.1.10. Human resource department must prepare and submit a detailed report per semester and yearly so that the municipality can track those that must pay back the loan.

4. RESPONSIBILITY

- 4.1. It is the responsibility of all stakeholders to observe the standard operating procedure.

4.2. Human Resource Department through the office of Skills development facilitator shall take full responsibility of facilitating the awarding of bursary loan.

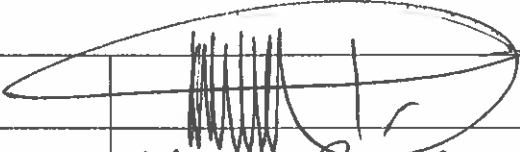
5. IMPLEMENTATION

5.1. The standard operating procedure shall come into operation after it has been approved by the Council of the Municipality

5.2. The standard operating procedure shall be reviewed annually.

6. APPROVAL

6.1. The standard operating procedure shall be approved through a Council resolution

Signature:	
Initials and Surname:	M E PAJA
Designation:	MAYOR
Council Resolution Number:	OC/7.1.2/27/OS/22
Council Date:	27/05/2022