

EMAKHAZENI LOCAL MUNICIPALITY



STANDBY ALLOWANCE POLICY

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1. Introduction

Emakhazeni Local Municipality aims to ensure that a state of readiness is maintained and that a prompt response on short notices to employee call-ups for standby work is adhered to at all times. The Municipality will provide respective allowance for employees within its employment. This policy provides guidelines for standby allowance for employees employed within the Emakhazeni Local Municipality's jurisdiction.

2. Definitions

For the purpose of this policy the following definition(s) apply:

“Standby”: means a period determined by the municipality during which an employee shall be available for emergency and overtime work outside his/her normal hours.

“Emergency work” means any work which owing to a disruption of in essential services or owing to fire, accident, storms, epidemic act(s) of violence theft, breakdown of plant machinery or any other unforeseen circumstances is required to be done without delay.

“Employee” means a person employed by the employer and shall include permanent employee or contract employee but excludes and independent contract working or its employees.

“Contract Employee” means an employee appointed on a fixed term contract or contract to perform a specific task

“Permanent Employee” means an employee appointed in a post on the staff establishment of a municipality on an open ended contract.

“Manager”: A manager is anyone whose main duties 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 and those employed as the section 57 Managers.

“SALGBC” means the South African Local Bargaining Council

3. Policy Objectives

The objective of this policy is to provide for compensatory payments in respect of employees who are required to be available on standby, should their services be required for duty outside their normal working hours.

4. Scope of Application

This policy applies to all employees employed by Emakhazeni Municipality.

5. Governing Prescripts

5.1 Legislation

Basic Conditions of Employment Act, Act No 75 of 1997

SALGBC Main Collective Agreement

SALGBC Collective Agreement on conditions of service for the Mpumalanga Division

6. Policy Provisions

6.1 Terms and Conditions for Standby Allowance

6.1.1 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:

6.1.1.1. The standby allowance tariff = 20% of annual basic salary of incumbent ÷250÷8

6.1.1.2. Standby Allowance is payable per hour and shall be calculated as follows:

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

6.1.1.3 An employee on standby duty called out to perform actual work shall be paid at the appropriate rate of overtime as determined in this agreement.

6.1.1.4. An employee on standby duty called out to perform actual work shall be paid at the Automobile Association (AA) rate for traveling from home to work and from work to home

6.1.1.5 **Should there be any changes made to the calculation of the standby allowance as agreed upon at the South African Local Bargaining Council, such changes will be implemented and Council notified until such time that the policy is reviewed.**

6.1.2 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.

6.1.3 The municipality shall pay the allowance if an employee's Manager requires an employee to be available for duty-

6.1.3.1 a place other than the employee's normal place of work; and

6.1.3.2 For a period of at least 16 hours during a 24-hour period: -

- a) From the normal closing time of the employee's place of work; or
- b) On a day on which the employee would not normally work.

6.1.4 The need for having employees available on a readiness basis must be dictated by the possibility that situations could arise which could lead to losses, interruptions in service delivery and risks to the safety of persons and property.

6.1.5 The need for having officials on standby need not be of a continuous nature. The duration of a standby arrangement can be dictated by seasonal occurrences, job requirements or a once-off occurrence.

- 6.1.6 Standby Allowance will only be paid when submitted with the schedule approved by the Head of Department
- 6.1.7 The standby allowance shall not affect or be affected by a payment for overtime due to the employee.
- 6.1.8 Provision must be made for funds in the medium-term expenditure framework.

7. Roles and Responsibility

7.1 The Role of the Corporate Services

The role of the Corporate Services 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; and
- d) Amend and implement any changes to the provisions of this policy.

7.1.1 The Role of the Human Resources

The role of the Human Resource Manager is to:

- a) Advise top management on the implementation of conditions of service issues including standby allowances;
- b) Implementation of standby allowance and or policy provisions accordingly;
- c) Ensure that standby allowance is managed and administered appropriately;
- d) Manage and administer organised remunerated overtime;
- e) Verify and confirm payment of standby allowance for employees undertaking standby duties;
- f) Keep updated records of standby allowances for reporting and audits purposes;

7.1.2 The Role of the Line Manager

The role of the Line Manager is to:

- a) Based on valid reasons, analyze 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) All Managers are responsible for ensuring that approved standby claims are submitted to Corporate Services and that employees are reimbursed timeously;
- d) Ensure fair and equitable administration of remuneration of standby allowance
- e) Consider budget and availability of funds;
- f) Assist employees in the completion of forms for standby allowance;
- g) Maintain accurate and up-to-date records of employees' remuneration of standby allowance for audit purposes, when required; and
- h) Evaluate standby allowance in an equitable and non-prejudicial manner and ensure that they are considered only as a last resort.

7.1.3 The Role of the Employee

The role of the employee is to:

- a) Ensure that standby allowance is claimed responsibly; and
- b) Adhere to the prescribed legislations, regulatory frameworks and provisions as outlined in this policy.

8. Monitoring, Evaluation and Reporting

The Manager Corporate Services reports to the Municipal Manager and Council on quarterly basis on conditions of service including standby allowances, and on specific cases, when required to do so. If and when this policy or provision thereof is amended, the amended policy or provision thereof will supersede the previous one.