

WEST RAND DISTRICT MUNICIPALITY



PERSONNEL POLICY

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PERSONNEL POLICY

The purpose of the Personnel Policy is to guide Management on procedures and framework on new appointments and employee relations

1 TERMINATION OF SERVICE

- 1.1 An employee, who is resigning, shall hand his/her letter of resignation to his/her direct supervisor. The relevant Head of Department must submit the completed prescribed resignation form to the Humancapital. It is also important to point out that a resignation interview be conducted between the Municipal Manager and the Head of Department who resigned or between the relevant Head of Department and employee who resigned whatever the case may be. Standardized exit interview questionnaires will be distributed amongst all Head of Departments.
- 1.2 The Human Capital Unit shall inform the salary office accordingly.
- 1.3 Termination of service should be in line with the Basic Conditions of Employment Act. All outstanding monies shall be payable in line with the determination of the basic conditions of employment which will be on the last working day of the employee
- 1.4 If an employee's resignation is accepted on short notice – as a matter of exception – the salary that may be due to him/her shall not be paid out to him/her until the first subsequent pay day.
- 1.5 The relevant HOD must complete and submit the prescribed resignation form as well as the letter of resignation to HC as soon as possible.
- 1.6 The relevant HOD will conduct an exit interview questionnaire and submit it to HC on/or before the last day of service of the employee.

2 REPRESENTATION AT CONFERENCES, SEMINARS ETC.

- a The Municipal Manager will determine which officials will represent the WRDM on functional level at conferences, seminars, congresses and annual meetings. Such officials are entitled to a daily traveling and subsistence allowance only if necessary to stay over at the venue where the event takes place, for the duration of the event.

- b The Executive Secretaries/PAs, if requested, will make traveling and booking arrangements for their respective HODs/Executive Mayor/Speaker/Council Whip and MMCs; enough time must be allowed for booking and traveling arrangements if the mentioned sub-directorate are to be held responsible.
- c Written report back after the attendance of such conferences, seminars etc. should be handed in at the Municipal Manager within 14 days after return.

2.1 SUBSISTENCE AND TRAVEL COSTS

The following allowances shall be paid to employees who are delegated, in the performance of their duties and on the instructions of the Council, to be present elsewhere:

2.1.1 SUBSISTENCE ALLOWANCE

- a. The municipality will pay subsistence allowance at a rate approved by the Municipal Manager.
- b. If the final destination in the Republic of South Africa is situated within 150 kilometres of the office of the employee, the subsistence allowance is calculated from the first day of the proceedings to the last day of the proceedings that the employee is to attend; the daily subsistence allowance applicable will be paid on submission of cash slips.
- c. If the final destination of the forward journey is further than 150 kilometres from the office of the employee, the subsistence allowance is calculated from one day before the start of the proceedings to one day after the end of the proceedings that the employee is to attend. Prior approval is needed from the Municipal Manager for any exceptions in this regard.
- d. Where it is required from delegates to make use of overnight accommodation prior to the beginning of the conference / congress or the closing, thereof payment of a subsistence allowance be made applicable for such days with the approval of the Municipal Manager or relevant Section 57 Manager.

- e. The daily subsistence allowance will be paid in line with the Income Tax Act

2.1.2 TRAVEL COSTS WHERE EMPLOYEE IS EXPECTED TO SPEND THE NIGHT ELSEWHERE

- a) Travel costs are paid in accordance with the Bargaining Council's Motor Vehicle scheme, as the case may be, from the delegate's office to his destination and back.
- b) If the employee or councillor can make use of air travel, travel costs are paid, calculated at the cost of an economic class return ticket (for all domestic flights), plus normal travel costs for the distance travelled, by private motor vehicle, from the delegate's office to the airport and back again. The Council shall also pay parking cost at the airport. Official transport could be supplied, if required, to and from the airport. For international flights the employee or councillor will be booked on business class flights.
- c) Employees who make use of air travel, have the authority upon arrival at the final destination of the forward journey to rent at the cost of the Council a suitable vehicle for the duration of the proceedings they are to attend and the Municipal Manager has the authority to approve reasonable expenses in this regard, provided that only one vehicle may be rented per delegation. Delegates must stay at the same venue.
- d) Prior approval for any exceptions is needed from the Municipal Manager in this regard.
- e) The following arrangement will apply to delegates attending the Annual General Meetings of:
- Municipal Gratuity Fund
 - Municipal Employees Pension Fund
 - Joint Municipal Pension Fund
 - National Fund for Municipal Workers
 - Municipal Councillors Pension Fund

Any allowance paid by the aforementioned funds to delegates attending their Annual General Meetings, will be

deducted from the subsistence allowance payable by the WRDM. These measures will ensure that double allowances will not be paid to officials or councillors of the WRDM.

3 HOUSING BENEFITS FOR EMPLOYEES

- 3.1 The principle of non-discrimination between men and women in the scheme is accepted, with the result that all references to gender or to "the bread-winner" should be read as "the employee". This implies that female employees, who are not the sole breadwinner of their families, qualify in terms of the scheme for a housing subsidy provided:
 - 3.1.1 that an affidavit each be submitted, by the employee as well as by the employee's spouse, confirming that they are not in receipt of any form of alternative subsidy
 - 3.1.2 that such affidavits should be supported by documentary proof from the employer concerned that such spouse is not in receipt of any form of housing
 - 3.1.3 subsidy paid directly to him/her or contained within his/her remuneration package
 - 3.1.4 In the event of a female employee and her spouse being employed by the same or another local authority, only one of the parties shall receive a subsidy
- 3.2 The maximum subsidy, for which employees may qualify, in terms of the housing agreement decided upon by the Bargaining Council, is based on the salary of the employee concerned and the formula relating to it which is determined by the SALGBC and circulated via official correspondence.
- 3.3 All employees with a pension backed home loan at the pension fund or the gratuity fund, qualify for a housing subsidy.

4 PROHIBITION OF RE-APPOINTMENT OF EMPLOYEES WHO LEAVE THE SERVICE OF THE MUNICIPALITY

4.1 EMPLOYEES WHO RETIRES

In accordance with Circular 2/1994 dated 8 February 1994 the Bargaining Council for Local Government stipulates that

employees who took early retirement shall not be re-employed, since such employees are assured of a regular income from their pension or from the interest of their investments.

The employment contract of an employee who reaches retirement age will automatically lapse.

4.2 VOLUNTARY RESIGNATIONS

Employees who voluntarily resign from the service of the WRDM will not be considered for re-employment for any similar or other position unless it's a Section 56/57 position.

5 PERSONAL INFORMATION

- 5.1 No personal information shall be furnished to anyone not in the employment of the Council, or to any third person unless for auditing purposes or when the employee concerned, consents thereto in writing.
- 5.2 It is essential that personal files be treated with confidentiality, be kept in safe custody and not be removed from the Human Resource Office.
- 5.3 The HC Manager, under the guidance of the Accounting Officer shall ensure, as far as possible, that the personal information is treated as such and in line with legislative determinations.

6 MEDICAL AID

- 6.1 Newly appointed employees who were in the service of another municipality may choose to bring along their medical aid from the previous employer into the WRDM on the basis that the medical aid scheme is approved by SALGBC.
- 6.2 The main collective agreement determines that employees may elect to transfer from one accredited medical scheme to another, on an annual basis, before the first of January each year. Employees are therefore permitted to transfer their medical fund membership only during December of each year, and the WRDM shall only make contributions to accredited schemes.
- 6.3 If an employee has an injury on duty which results in his/her service being terminated due to ill health and as a direct result of injuries sustained during the mentioned injury on duty, the WRDM will continue to subsidise his/her monthly medical aid contributions.

7. REVIEW OF THE POLICY

This policy will be reviewed when council deems it necessary in order to accommodate any amendments to legislation or any conditions of service.