

SECTION B: EMPLOYMENT BENEFITS AND CONDITIONS

1. COMMON BUSINESS LANGUAGE OF MUNICIPALITY POLICY

OBJECTIVE

The objective of this policy is to promote a multi-lingual environment because of the nature of the work we do. The Municipality recognises all eleven (11) official languages of South Africa as highlighted by the Constitution. However, we need to be able to interact with a diverse population in a single and consistent medium.

POLICY

- (1) The common business language of the Municipality is English. This is the language that will govern all official transactions and be the language of record within the Municipality. This by no means relegates any other national official language.
- (2) The Municipality will endeavour at all times to communicate with its stakeholders in any or all of the eleven (11) official languages of South Africa. The Municipality has a responsibility to respond to correspondences made in any of the eleven (11) official South African languages, in the language of the initiator of the correspondence. For instance, If an initiator of correspondence writes to the Municipality in isiZulu, the reply to the correspondence needs to be in isiZulu.

CELLULAR TELEPHONE POLICY

OBJECTIVE

The objective of this policy is to provide guidelines for the acquisition, use and maintenance of cellular telephones for employees of the Municipality.

POLICY

- (1) The Municipality will acquire cellular telephone handsets and enter into contracts with the service provider on behalf of the Councillors, Municipal Manager and his Executive Directors, Middle Mangers and Field Workers.
- (2) The following general requirements will serve as criteria to qualify for the receipt of a cellular telephone allowance by Councillors and senior management of the Municipality:
 - o The use of alternative communication methods should be impractical or impossible for certain critical periods of time;
 - o The duties of the employee concerned should require that he/she be reachable at all reasonable times;
 - o Communication is required with key personnel and clients of the Municipality;
 - o Communication should be available in handling emergencies within the job description of the employee concerned;
 - o The employee concerned should not always be office bound;
 - o Sufficient funds should be provided for in the budget of the department;
- (3) The maximum cellular phone allowance payable to the Municipal Manager, Executive Directors and their Directors including all contract fees, insurance, itemised billing and business calls will be R600,00
- (4) Any excessive claims have to be accompanied by reasonable motivation and must be approved by the Municipal Manager.
- (5) All recipients of cellular telephone allowances will be responsible for their handsets, keep them in good working order and maintain their required availability as long as they receive a cellular telephone allowance.
- (6) If the employee leaves the organisation, they will be given the option to register or change the account into their own names.
- (7) All users shall sign an indemnity form for the replacement of lost cellular phones that were not covered by the insurance company. All employees with cellular phones will sign an authorisation form entitling the employer to deduct all amounts on the cellular phone statements in excess of the limit imposed.

HOUSING GUARANTEES POLICY

OBJECTIVE

The objective of this policy is to provide a framework to assist employees to obtain homes in accordance with their means.

POLICY

- (1) The Municipality shall extend the Home Owners Allowance to all its employees, subject to the requirements of the scheme, which makes provisions for a subsidy in respect of a mortgage bond to a maximum amount determined by Bargaining Chamber, negotiated over a period of time through a jointly determined process between SALGA and the Trade Unions (SAWMU and IMATU).

MEDICAL AID POLICY

OBJECTIVE

The objective of this policy is to provide financial help to meet the medical expenses incurred by an employee and his dependants. It is a form of insurance policy against illness and hospitalisation.

POLICY

Unless otherwise expressly agreed, membership of the medical aid scheme is optional as a condition of employment for all permanent employees, in full-time or part-time employment. Employees who are already registered as dependents on their spouses' medical aid schemes may be exempted from belonging to the Municipality's medical aid scheme, if proof is submitted in writing to Human Resources.

A. GENERAL RULES

- Medical aid contributions are paid monthly in advance which means that a new employee will need to contribute a double payment at the end of his/her first month of employment.
- Employees contribute a monthly amount (equivalent to 40% of the total contribution) and the Municipality contributes the remaining 60% up to the maximum agreed upon at the Bargaining Council.
- The employee as well as his dependants is covered by the scheme and the monthly contribution depends on the number of dependants included in the scheme, the employee's salary and the scheme he/she selects.
- Dependants are:

- The wife of the member including common law spouse.
 - The husband of the wife (member) if she is the breadwinner.
 - The child /children of the member.
 - A member's unmarried child above the age of 21 whom as a result of a mental or physical defect is dependant.
 - Any dependent children up to age 25, who are full-time students attending a university or recognised college of higher education, provided a certificate from such university or college is produced each year.
 - Parents with regards to African extended families.
- All employees enjoy the same benefits irrespective of income. The benefits are detailed in the Medical Aid Rules.
 - New employees will have a choice whether to join a new Medical Aid or continue with his/her existing Medical Aid or join anyone that he/she prefers.

The above provisions depend on what the Medical Aid dictates.

B. CHANGE OF STATUS OF PRINCIPAL MEMBER

Members who have a change in status (e.g. marriage, re-marriage, divorced, birth of an infant or legal adoption) are required to notify Human Resources of such changes immediately, who will then notify the medical aid scheme. Failure to do so could render such members liable to forfeiture of all benefits in respect of their new status, until they have given the required notification and paid the applicable contribution.

C. BENEFITS

Benefits are provided in accordance with the rules of the medical aid scheme. It is the responsibility of the principal member to consult with the medical aid scheme before proceeding with any treatment where there is any doubt that such treatment qualifies for benefit.

D. CLAIMS PROCEDURE

The submission of claims and the payment of medical aid accounts are the responsibility of the principal member. Human Resources can be contacted to assist employees who want to acquaint with processes for the submission and payment of claims.

TRAVEL AND SUBSISTENCE EXPENDITURE

OBJECTIVE

The objective of this policy is to provide guidelines for making business journeys, within reason, as economical as possible for the Municipality as they are undertaken in the interest of the Municipality.

POLICY

- (1) The amounts quoted in this section are maximum amounts that are payable, and the approach to expenditure of this kind is that costs should be kept to a minimum.
- (2) An employee shall undertake an official journey by the most economical means with due regard to available means of transport, routes and duration. The means of transport shall be as follows (and in this order):
 - Company vehicle (through flexible vehicle benefit scheme);
 - Municipality owned transport, if available;
 - Public transport, if available and/or practical; and
 - Private transport.
- (3) Credit cards may only be used to purchase items that are approved in the departmental or regional budget e.g.:
 - Local Travel – Meals and refreshments
 - Local Travel Parking
 - Employee Welfare
 - Entertainment
- (4) Approval for these expenses is given at the time a departmental or regional budget is approved and it is up to the respective manager to keep expenditure within his/her approved budget. If he/she is over budget he/she will have to explain to the Municipal Manager.
- (5) The approval of the Municipal Manager for this expenditure is given at the time of approving the budgets.

- (6) A Municipal Manager may authorise (as per official journeys) an employee to undertake an official journey or part thereof, by any means of transport irrespective of whether it is the most economical means or not, if the Municipal Manager is satisfied that the public and Municipality interest will be better served thereby, or if it is in the interest of the official or employee's health. The Municipal Manager may require the submission of a supporting medical certificate where this is deemed necessary.
- (7) Ideally for all travel and accommodation the Municipality's recognised travel agent must be commissioned.

A. CAR TRAVEL

1.1 Use of Private Motor Vehicle

- Where an employee uses their own vehicle for official Municipality duties, the rate payable is R 1, 50 per kilometre travelled for Municipal officials and R 2, 40 for Councillors.
- No additional costs can be claimed as the rate above incorporates petrol, oil and running costs of the vehicle.
- Traffic Fines

No traffic fines will be paid by the Municipality under any circumstance. Traffic fines received for vehicles hired by the organisation will be deducted in full from the salary of the employee responsible in the month that the fine is received, and remitted on their behalf.

1.2 Motor Vehicle Hire

- Where an employee has to undertake an official journey at a location away from their home office, a car can be rented at the Municipality's expense, in the following rental group:
 - a. Mayor, Deputy Mayor, Manager, Executive Directors and other Councillors : Group B (1600 cc plus air conditioner);
 - b. All other employees: Group A (1300cc), except where they are to drive long distances (in excess of 300km), in which case at the discretion of the manager in charge they may be allocated a Group B (1600cc plus air conditioner).
 - c. Physically disabled employees who are able to drive an automatic vehicle are to hire a Grade D (automatic car);
 - d. Employees who are permanently disabled should have a permanent arrangement with the car rental agency when making reservation for

car hire. Those who are temporarily disabled should get prior approval for the use of an automatic car; this approval is to be sought from the relevant Manager;

e. Groups of five or more travelling together are to hire a Grade Z car, Volkswagen Microbus equivalent.

- When hiring a motor vehicle, insurance must be included in the contract and the Human Resource Manager is responsible for ensuring that anyone driving the hired car has a valid driving licence that they have had for the period in accordance with the insurance requirements.
- Motor Vehicle Accidents

If there is any damage to a hired vehicle, whilst it is in the employee's possession, the individual must:

- Report the incident to the nearest Police Station and obtain a police docket number. This must be done immediately and not later than twenty four (24hrs) after the incident;
- Report the damage to the car hire company, to their respective Manager and the Human Resource Manager;
- Obtain the relevant claim form(s) from Human Resources;
- Complete the relevant claim form(s) as required, attach a photocopy of the hire contract and of their drivers licence and the front page of their identity document and submit it to the Human Resources Department and for processing; and
- Report the incident again to the car hire company on returning the vehicle.
- Where it is proved that the employee or designated driver was at fault, he/she would be responsible for all costs uncured relating to the accident and will be subject to disciplinary action.

B. AIR TRAVEL

- Expenditure for air travel will be authorised.
- All Municipality employees and councillors will travel economy class and Mayor, Deputy Mayor and Municipal Manger may elect to travel business class.
- Individuals who miss their flights, without valid reasons, at the discretion of the Manager: HR and Administration and Municipal Manager, will be responsible for paying for additional costs incurred in rebooking their tickets.

C. ACCOMMODATION

- The Municipality will cover the accommodation costs of employees on a bed and breakfast basis, who are required to spend the night out of town for official Municipality business. A daily allowance of R100,00 per day shall be payable.
- The Municipality will cover accommodation costs against attached hotel vouchers and prior approval. Should circumstances necessitate spending the night without prior approval, an accommodation allowance of R150,00 (accommodation & meals) per night plus R100,00 daily allowance (every 24 hours away from home) will be payable.
- All Municipality employees are to be accommodated in a maximum, three (3) star hotels, with breakfast included.

D. SUBSISTENCE ALLOWANCE

A subsistence allowance is any allowance given to an employee for expenses incurred or to be incurred in respect of personal subsistence and incidental costs (e.g. accommodation and meals).

Where an employee is, by reason of his/her duties obliged to spend at least one night away from his usual place of residence, he/she shall be entitled to a subsistence allowance of R100, 00 per day if travelling locally (within the common monetary area i.e. South Africa, Lesotho, Namibia and Swaziland) and US\$150-00 per day if travelling internationally (outside the common monetary area).

Incidental costs shall include:

- Meals/Refreshments
- Taxi Fares
- Parking
- Telephone calls

Items such as personal vehicle expenditure are covered by the remuneration package of such employee.

Air (rail or sea) travel, car hire, hotel accommodation shall be arranged by the Administration of the Municipality with a direct invoice to the Company.

Senior Managers who are requested to undertake air (sea or rail) travel shall be entitled to travel economy class of the airline (rail or sea) chosen by the Municipality for the journey.

E. INTERNATIONAL TRAVEL

Notwithstanding any of the above, all international travel shall be authorised by Council and/or Chairperson of the Executive Committee and/or Municipal Manager prior to the travel occurring.

F. AUTHORISATION AND PROCESSING OF PAYMENT

- All “out of pocket” expenses incurred, as a result of business travel must be claimed for on “the expense claim form”.
- Claims must be supported by documentation, which should be attached to the expenses claim form. The Departmental Head approves this claim.
- Subsistence and travel expenses are only to be incurred for official Municipality duties, and shall only include, accommodation, meals (food and non-alcoholic beverages) and laundry. Any other expenditure is to be recovered from the individual, unless business related in which case must be claimed separately i.e. telephone, entertainment etc.
- All travel expenditure below **Rxxxx** may be authorised by the relevant head of the department.
- All travel expenditure above **Rxxxx** must be approved by the Manager: HR and Administration.
- All employees intending to travel must fill in the necessary Subsistence and Travel claim form and obtain the necessary approval.
- Payments shall be made by the Finance Department on receipt of original invoices; all payments shall always be supported by the travel authorisation.
- The total amount to be paid must be equal to or less than that what was authorised, written explanation must be given if authorised amount is exceeded.
- All paid invoices shall be stamped as such by the Finance Department, in order to avoid duplication.
- The authorisation of travel shall be conducted as per the delegations of authority

