

UMZIMVUBU LOCAL MUNICIPALITY



UMZIMVUBU
— LOCAL MUNICIPALITY —

MUNICIPAL NIGHT SHIFT ALLOWANCE POLICY

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1. BACKGROUND OF THIS POLICY

The Municipality has an obligation to render professional and efficient services to the community at all times. Some of these services should be rendered during the night as well thus a need has arisen that some of the Municipal employees should perform their duties outside the normal working hours.

Definition

- 1.1. Night Work Allowance- is payable to employees who work after 18h00 and before 06h00 in the next day.
- 1.2. Shift Allowance- is payable to employees who work on rotational shifts.

2. OBJECTIVES OF THIS POLICY

- 2.1 To ensure that there are employees who will perform their duties outside the normal working time, and
- 2.2 Those employees are properly informed about the working environment they will be subjecting themselves to.
- 2.3 To ensure that proper authorization is obtained before an employee can claim shift allowance, thus minimizing abuse of the allowance claims.
- 2.4 Ensuring that employees are properly paid their allowance.

3. APPLICATION OF THIS POLICY

- 3.1 This policy is applicable to all employees of Umzimvubu Local Municipality.

4. REGULATIONS

- 4.1 Shift allowance will only be received by the employees who are performing their work after 18h00 and before 06h00 the next day.
 - 4.1.1 **A day shall mean a 12 hour-period for the purpose of this policy.**
- 4.2 An employee who receives a shift allowance should be informed in writing by the concerned Manager.
- 4.3 The Manager shall explain the following to the employee:
 - 4.3.1 Any health and safety hazards associated with the work that the employee is required to perform
 - 4.3.2 Means of transport will be available from the Municipality where necessary.
- 4.4 Shift allowance shall be paid to that employee on a monthly basis.

4.5 Payment of shift allowance

- 4.5.1 The employee's shift allowance shall be included in his / her monthly salary.
- 4.5.2 No shift allowance shall be paid in advance or separately from the salary.

- 4.5.3 The Manager of the concerned department shall recommend to the Municipal Manager the employees who should work shifts.
- 4.5.4 The employees will only commence their night shifts once the Municipal Manager has given approval.
- 4.5.5 The night shift allowance shall be paid according to a number of hours worked between 18h00 and 06h00 of the next day in every month.

5. PAYMENT AND CALCULATION OF A SHIFT ALLOWANCE

- 5.1 **The allowance is equal to 6% of employees on annual basic salary and is payable monthly.**
- 5.2 The total amount from clause 5.1 is subject to taxation.
- 5.3 The allowance shall be increased in conjunction with the salary increment.

6. COMMENCEMENT

- 6.1 This policy will come into effect on the date of adoption by Council.

7. INTERPRETATION OF THIS POLICY

- 7.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 7.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 7.3 The Municipal Manager shall give a final interpretation of this policy in case of a written dispute.
- 7.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council/ Arbitration.

8. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

- 8.1 This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis, after consultation with Management and Trade Unions.
- 8.2 Notwithstanding clause No. 8.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.

9. AMENDMENT AND/OR ABOLITION OF THIS POLICY

This policy may be partly amended or repealed by the Council after consultation and interaction with Management and Trade Unions.

10. COMPLIANCE AND ENFORCEMENT

10.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

10.2 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

APPROVAL OF THE POLICY

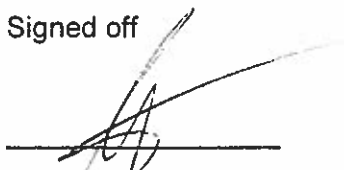
The Municipal Council has approved this policy and amendments thereof.

AUTHENTICATION

The amendments of the policy and or the new policy was adopted by the Council on the
 23 / 01 / 2020

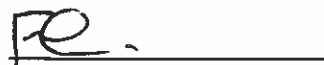
As per Council Resolution number 015 / 19 / 20

Signed off



Mr. G.P.T. Nota

Municipal Manager



Cllr. N.F Ngonyolo

Speaker of the Council