

UMZIMVUBU LOCAL MUNICIPALITY



UMZIMVUBU
— LOCAL MUNICIPALITY —

STANDBY POLICY

11

MUNICIPAL STANDBY POLICY

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1. BACKGROUND

The UMZIMVUBU LOCAL MUNICIPALITY acknowledges that there are employees that will work extra working hours other than ordinary working hours. This is done in terms of the Municipal's vision of ensuring proper service delivery at all times. It is also the duty of the Municipality to ensure that those employees are compensated well by going the extra mile.

Definitions

1.1. Stand by- being ready to work immediately deployed

1.2. Intoxication Substance- any substance having the properties that may cause intoxication be it drugs or alcohol

2. OBJECTIVES OF THIS POLICY

2.1 To ensure that there is always personnel that is on standby for all emergency services;

2.2 To ensure that standby allowance is paid out in accordance and that it is paid to an employee who has been authorized to be on standby.

3. APPLICATION OF THIS POLICY

3.1 This policy is applicable to the employees of UMZIMVUBU LOCAL MUNICIPALITY

4. REGULATIONS

4.1 The Manager or his/her designee shall ensure that adequate staffing will be on standby to provide the required the service.

4.2 Single calls that take longer than half an hour, can be claimed as an hour overtime, provided that, if an employee receives further calls during a callout, all calls shall be regarded as one and the actual time worked shall be rounded off to the nearest quarter of an hour and claimed as overtime worked;

4.3 Personnel required to be on standby shall reside within a radius of 10 km from the main offices of the municipality during the period of standby;

4.4 The Manager or his/her designee shall certify standby/overtime sheets, before submission for payment.

4.5 The employer must provide the transport and contact means for employees required to perform standby duties;

4.6 Official vehicles may only be used after hours for standby / overtime duties and must be kept in a secure area;

- 4.7 Remuneration for standby shall be calculated as follows: The employee shall be paid an hourly rate of his salary as a daily rate of standby allowance.
- 4.8 The formula for determination of standby allowance shall be as follows:
Annual gross salary ÷ 12 months = monthly rate
Monthly rate ÷ 4.33 weeks = weekly rate
Weekly rate ÷ 5 days = daily rate
Daily rate ÷ 8 hours = hourly rate
Standby per day = daily rate ÷ hourly rate = standby rate.
- 4.8.1 A day shall refer to a 12 hour-period for the purpose of this policy.
- 4.9 Hourly rate equal to standby rate per day.
- 4.10 All standby arrangements for employees who are ordinarily required to be on standby shall be pre authorised by the Manager concerned on a monthly basis in the month preceding the month in which the standby service is required.
- 4.11 All standby arrangements for employees who are ordinarily not required to a standby, will be pre authorised by the Manager concerned on an ad hoc basis.
- 4.12 All standby allowance claims shall be accompanied by a standby pre - authorisation memo with approval by the Manager
- 4.13 No standby allowance claim shall be paid without the necessary attachments and approval.
- 4.14 No employee shall indulge himself/herself in use of alcohol or any intoxicating substance whilst on standby.**

5. COMMENCEMENT

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

6. INTERPRETATION OF THIS POLICY

- 6.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 6.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 6.3 The Municipal Manager shall give a final interpretation of this policy in case of a written dispute.
- 6.4 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.

7. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

- 7.1 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.
- 7.2 Notwithstanding clause No. 7.1 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.

8. AMENDMENT AND/OR ABOLITION OF THIS POLICY

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

9. COMPLIANCE AND ENFORCEMENT

- 9.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.
- 9.10 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

APPROVAL OF THE POLICY

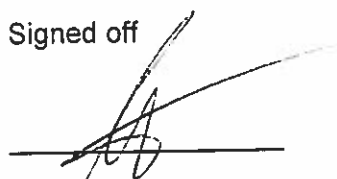
The Municipal Council has approved this policy and amendments thereof.

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 215/19/20.....

Signed off



Mr. G.P.T. Nota

Municipal Manager



Cllr. N.F Ngonyolo

Speaker of the Council