

# UMZIMVUBU LOCAL MUNICIPALITY



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

## TASK JOB EVALUATION POLICY

32

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## DEFINITIONS

All expressions used in this Policy, which are defined in the Labour Relations Act, 1995 (Act No 66 of 1995), shall bear the same meanings as in the Act and unless the contrary intention appears, words importing the masculine gender shall include the feminine;

**"Auditing"** shall mean a technical exercise in verifying that the TASK System is being consistently applied in terms of its own rules and any other rules on implementation;

**"Audit Trail"** shall mean the report generated by the TASK System detailing the skill level and corresponding factor statements, weighting and points;

**"Designated Job Evaluation Manager"** shall mean the Manager appointed by the Municipal Manager to manage the implementation process;

**"Effective Date"** shall mean the date of implementation should a job be upgraded, and shall be the beginning of the calendar month following thirty (30) days after receipt of the grading request by the JE Unit;

**"Factors"** shall mean the four TASK factors of Complexity, Knowledge, Influence and Pressure;

**"Job Description"** shall mean a description of the content and duties of a post in terms of criteria and guidelines determined;

**"PAC"** shall mean a Provincial Audit Committee.

**"Review"** Shall mean an application by an employee or group of employees who are aggrieved with their Final Job Grade Outcome;

**"Review Procedure"** shall mean the process which the PAC's shall follow to review grading results arrived at;

**"Skill Level"** shall mean the Basic, Discretionary, Specialised, Tactical and Strategic Levels as per the TASK System;

**"Sub-factors"** shall mean the fine-tuning of sub-factors in the TASK system.

**"TASK"** shall mean Tuned Assessment of Skills and Knowledge;

**"TASK System"** shall mean the TASK Job Evaluation System in terms of its rules, application, definition and terminology

## **1. PREAMBLE**

## **2. SCOPE OF APPLICATION**

2.1 The terms of this policy are applicable to all municipal personnel within Umzimvubu Local Municipality except:-

Municipal Managers and managers directly accountable to Municipal Managers in terms of Section 56 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended).

## **3. PURPOSE OF THIS POLICY**

- 3.1 To implement the TASK Job Evaluation System within the local government sector to achieve uniform norms and standards in the description of similar jobs and their grading across the municipal sector;
- 3.2 To provide for the necessary structures, organisational arrangements and procedures for the evaluation of jobs.
- 3.3 To ensure that TASK job evaluation system is implemented to avoid remuneration disparities.

#### **4. KEY PRINCIPLES**

- 4.1 The wage curves for the different categories of municipalities applicable at the time (SALGBC/SALGA) shall be utilized to determine the salaries of TASK graded jobs;
- 4.2 Any post which undergoes a permanent substantial change in job content, shall be re-evaluated
- 4.3 No post in the local government sector shall be filled without having been subjected to the TASK Job Evaluation process
- 4.4 The job descriptions for all posts shall be the responsibility of the Municipal Manager
- 4.5 The compilation of job descriptions shall be in the prescribed TASK format

#### **5. ROLES AND RESPONSIBILITIES OF THE MUNICIPAL MANAGERS**

- 5.1 The Municipal Manager is responsible for ensuring the implementation of the TASK Job Evaluation System in the Municipality
- 5.2 The Municipal Manager must ensure that the designated JE Management takes full responsibility for supporting and directing the job evaluation implementation and maintenance process.
- 5.3 The Municipal Manager shall ensure that sufficient staff and resources are allocated to support the process
- 5.4 The Municipal Manager is responsible for ensuring the implementation of the TASK Job Evaluation System in the Municipality;
- 5.5 The Municipal Manager must ensure that the designated JE Management takes full responsibility for supporting and directing the job evaluation implementation and maintenance process.
- 5.6 The Municipal Manager shall in terms of Section 66 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended) ensure that there is a job description for each post on the staff establishment of the municipality;
- 5.7 The Municipal Manager must ensure that the municipality keeps custody of the copies of Job descriptions for all posts;

- 5.8 The Municipal Manager shall incorporate the responsibility for the compilation of the job description in the employment contract of all municipal employees and performance contract of every Management representative
- 5.9 The Municipal Manager shall ensure that all staff are informed of the objectives of the TASK JE System as required in terms of Section 67 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended)
- 5.10 The Municipal Managers for the cluster of municipalities who are responsible for job evaluation at district level shall appoint appropriate persons to serve on the Job Evaluation Unit;
- 5.11 Municipal Managers shall ensure that Job Evaluation Units are established and are functional.

## **6. JOB EVALUATION UNITS**

### **6.1 Establishment and Composition**

- 6.1.1 The Municipal Manager shall establish a Job Evaluation Unit in a municipality, to take responsibility of implementing the job evaluation process;
- 6.1.2 Job Evaluation Unit may be established at a "District" level as agreed provincially by municipalities and due to capacity challenges
- 6.1.3 The Job Evaluation Unit established at a District level shall comprise of members from the relevant local municipalities
- 6.1.4 The composition of the JE Unit shall at least consist of the following
- 6.1.4.1 Head of JE Unit ( or his/her nominee) ;
  - 6.1.4.2 Administrative / secretarial support;
  - 6.1.4.3 At least two (2) Representatives from the municipality to be part of District Job Evaluation Unit

### **6.2 TRADE UNION REPRESENTATION**

- 6.2.1 One Trade Union representative from each of the recognized trade unions may participate as **observers** in the Job Evaluation Unit.

## **6.3 TRAINING OF JOB EVALUATION UNIT MEMBERS**

6.3.1 All nominees for membership/Representatives shall undergo TASK Job Evaluation System training.

6.3.2 Training of Job Evaluation Members shall be conducted by SALGA as per SALGA TASK Job Evaluation Policy

## **6.4 ROLES AND RESPONSIBILITIES**

6.4.1 The District JE Unit shall conduct the evaluation of all jobs within the Districts falling under its jurisdiction and present the outcomes for auditing by the Provincial Audit Committee (PAC);

6.4.2 The responsibility of a JE Committee is both administrative (planning, prioritizing grading programs, quality control, receiving checking and filing job descriptions etc.) and the grading of jobs prior to submission to the Provincial Audit Committee (PAC);

6.4.3 For purposes of grading, a quorum shall consist of at least 50% plus 1 members of the JE Committee

6.4.4 The JE Committee may invite both the incumbent of the job, as well as his/her manager and the Head of Department's input to confirm if the full particulars of the job were taken into account.

## **7. PROVINCIAL AUDIT COMMITTEE (PAC) RESPONSIBILITY**

7.1 Conduct auditing with due regard to the integrity of the TASK Job Evaluation System, its accepted rules, applications, definitions and terminology

7.2 Decide on the outcomes of the evaluation results which will be final and binding.

7.3 Communicate the outcome results to the municipality

## **8. TASK IMPLEMENTATION REQUIREMENTS**

8.1 The critical elements required to implement the TASK Job Evaluation System in a municipality are as follows:

- (a) An approved staff establishment recording the position of all jobs and their designation;
- (b) Job Descriptions written in the prescribed TASK format;
- (c) That (a) and (b) at minimum have been used to evaluate the job using the TASK Software to determine a TASK Grade.

8.2 SALGA shall communicate the list of all evaluated jobs for the municipality to all Municipal Managers for purposes implementation for the awarded jobs.

## **9. JOB EVALUATION PROCESS**

9.1 If a job has changed substantially and permanently, a job incumbent or his/her relevant manager may make an application through the departmental head of Job evaluation that the job be re-evaluated; provided that such functions were performed for more than 6 months.

9.2 The TASK Job Evaluation Process shall be done on a continuous basis by the JE Unit for as long as there are new posts being added to the staff establishment of the municipality as per Section 66 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended). ;

9.3 If required, the JE Unit shall gather the relevant facts from both the incumbent of the job as well as the relevant manager and the Head of Department of the job in question to ensure adequate information is available for the evaluation of the post;

9.4 A compilation of a job description should be preceded by a proper job analysis;

9.5 The incumbent of the post as well as the relevant manager and the Head of Department shall be required to sign off the job description prior to the JE Unit grading the job on the TASK Job Evaluation System



9.6 In the event of no consensus reached, the Municipal Manager or his/her nominee will determine the content of the job description;

9.7 The incumbent may take his/her job description to be verified and signed by the union representative of his/her choice

**9.8 The evaluation takes place by:**

(a) Determination of the skill level of the post;

(b) The scoring of the factors relating to Complexity, Knowledge, Influence and Pressure;

(c) The scoring of the sub-factors relating to Complexity, Knowledge, Influence and Pressure

**10. TASK REVIEW PROCESS**

10.1 All employees shall be furnished with the JE outcomes for the positions they occupy – Task Grades.

10.2 An employee may lodge a review application no later than 30 working days from date of notification of the JE results. The onus shall be on the employee to prove that the Task System was inconsistently applied when the post was graded.

10.3 Employees may request the re-evaluation of their positions only if:

10.3.1 The job description utilized is not the same as the job the employee performs or there has been some changes;

10.3.2 The employee has added responsibilities which are not covered in the job description;

10.3.3 And that additional of Job description have been performed by the employee for the period of more than month and that added Job Functions and confirmed by the immediate supervisor and the Head of the department

10.4 Re-evaluation applications shall be referred to the JE Unit (convenor) for an evaluation to be undertaken and submitted to the PAC for auditing of the provisional grade outcome

## **11. CONFIDENTIALITY**

11.1 Members of the JE Unit and the PAC, as well as observers shall maintain confidentiality on all scores and grading outcomes prior to formal notification and shall otherwise avoid disclosing information obtained in the process of job evaluation in a manner that may prejudice effective implementation.

## **12. ADMINISTRATIVE ARRANGEMENTS FOR THE IMPLEMENTATION OF JOB EVALUATION OUTCOMES**

The following conditions apply when placing staff on a new TASK grade and salary scale:

12.1 Employees will be placed on the salary notch on the new pay scale for the applicable TASK grade which is the closest higher salary notch to their existing salary notch;

12.2 Employees whose current salary notch is lower than the minimum of the applicable TASK grade scale will be placed on the minimum of the applicable new TASK salary scale;

12.3 Employees whose existing basic salary is higher than the new TASK grade maximum will retain their existing basic salary on a personal to holder basis;

12.4 In the event of Clause 14.3 above, annual cost of living adjustments as determined by the South African Local Government Bargaining Council will be applied to the salary rate as retained by employee from the date on which such an adjustment is applicable;

12.5 The implementation date for a new TASK JE outcome will be the 1st of the month following the month when the final authority has approved the new grade.

### 13.1 AUTHORITY OF THIS POLICY

- a) In terms of Sections 57 and 66 of the Municipal Systems Act, 2000, as amended. SALGA TASK Job Evaluation Policy
- b) Main Collective agreements
- c) To give effect to the objectives of the Municipal Structures Act, 1998 and Municipal Systems Act, 2000 as amended.

### APPROVAL OF THE POLICY

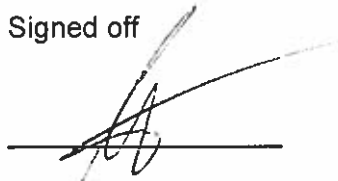
The Municipal Council has approved this policy and amendments thereof.

### 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**