

SECTION B: EMPLOYMENT BENEFITS AND CONDITIONS

4. BUSINESS CARDS POLICY

OBJECTIVE

The objective of this policy is to improve the professional image of the organisation, by encouraging employees to use business cards.

POLICY

The Municipality has formulated the following business cards policy:

- (1) Employees above and including the rank of Manager will qualify for business cards;
and
- (2) Where an employee within the Manager's supervision can show a business need for business cards, business cards will be provided for them, e.g. employees in the Marketing and Communications Directorate, Project Officers, Supervisors and Consultants.
- (3) Employees are encouraged to contact Human Resources Manager to arrange for business cards to be printed for them.

5. 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 may acquire cellular telephone handsets and enter into contracts with the service provider on behalf of the employee who is required to be in possession of a cellular telephone as per the requirements of the position e.g. field workers and senior management.
- (2) The criteria for granting a cellular telephone allowance to employees will be determined by the Municipality based on whether the job description of a specific position requires a degree of mobility, but also has to have high availability or other criteria he/she deems fit.
- (3) The following general requirements will serve as criteria to qualify for the receipt of a cellular telephone allowance by all categories or employees of the Municipality:
 - The use of alternative communication methods should be impractical or impossible for certain critical periods of time;
 - The duties of the employee concerned should require that he/she be reachable at all reasonable times;
 - Communication is required with key personnel and clients of the Municipality;
 - Communication should be available in handling emergencies within the job description of the employee concerned;
 - The employee concerned should not always be office bound;
 - Sufficient funds should be provided for in the budget of the department;
- (4) Such an employee will be permitted to make business calls of up to a ceiling of R800-00 (calls only, excluding contract fees). The Municipality will pay for all contract fees, insurance, itemised billing and business calls.
- (5) Any excessive claims (claims over R800.00 excluding contract fees) have to be accompanied by reasonable motivation and must be approved by the relevant manager. There will be no need to reconcile the itemised billing if the employee's cellular phone account is within the R800.00 limit.
- (6) Cellular telephone usage for individuals should be approved in the annual budget. Regions and departments should set the amount for usage based on past usage of individuals and keep within the approved budget amount.
- (7) 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.
- (8) If the employee leaves the organisation, they will be given the option to register or change the account into their own names.

6. 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 record and official transactions 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. If an initiator of correspondence writes to the Municipality in isiZulu, the reply to the correspondence needs to be in isiZulu.

7. COMMUNICATION POLICY

OBJECTIVE

The objective of this policy is to ensure that the organisation handle relationships with its stakeholders in a professional and consistent manner. This policy serves to ensure this.

POLICY

Both the Municipal Manager and the Mayor of the Municipality are responsible for communicating with all Municipality stakeholders. All information that is sent by the organisation needs to be sanctioned by the Municipal Manager and the Mayor as Chairman of the EXCO.

The following should be noted:

- (1) No employee should deal directly with the government, or any of the Municipality's key stakeholders without prior consultation and support of the Municipal Manager and the Chairman of the EXCO;
- (2) If an employee is approached by any of the stakeholders, they must refer them to the Municipal Manager and the Mayor immediately;
- (3) It is totally inappropriate and unacceptable for an employee to make any public statements or speculate on any subject that has to do with the Municipality operations. All external enquiries from stakeholders and the media need to be referred to the Municipal Manager and the Mayor as Chairman of EXCO and the Public Relations or Communications Department; and
- (4) Employees should strictly adhere to this policy, and deviations from this policy will not be tolerated.
- (5) Correspondence from one department to the other should go through the approval of the section head.

8. CONFIDENTIALITY POLICY

OBJECTIVE

The objective of this policy is to define confidential information and the requirements for protecting this information during and after each employee's association with the Municipality.

POLICY

Confidential information is defined as any information or material, not generally available to the general public, generated, collected or used by the Municipality that relates to its operations, strategies, know-how, data, names or any contracts or prospective contracts the Municipality may have, documentation of the Municipality or its employees. This includes information marked as confidential or which the employee otherwise knows is confidential. If there is any doubt as to whether information the employee obtains is confidential, the employee should assume it is confidential and treat it as such, unless officially notified otherwise.

- (1) Each Municipality employee has a personal responsibility to protect confidential information entrusted to him or her, or to which are otherwise exposed. As a result, each employee must be careful not to disclose any confidential Municipality information to anyone outside the Municipality, except as authorised. No employee should ever use confidential Municipality information for personal gain or advantage.
- (2) When an employee leaves the Municipality for any reason, they should return to Human Resources all Municipality materials acquired during their period of employment.
- (3) Senior Managers of the Municipality are bound not to disclose any Municipality information even after a period of twelve (12) months of their disassociation with the Municipality.
- (4) No employee may give information or communicate about such information as recipients of grants (their confidential or personal information), names of grantees or beneficiaries, names and confidential particulars of donors, amounts of money donated to the Municipality by respective donor, both current and potential.

SECURITY OF MUNICIPALITY AFFAIRS

Employees are encouraged to clear their desks of confidential files, reports and working papers at the end of each working day. All Municipality matters and information are to be handled in a totally professional manner at all times. Excessive care should be taken when discussing Municipality affairs and must only be discussed in appropriate areas and at appropriate occasions.

WHISTLE BLOWING

- (1) The Municipality places a high value on integrity and it is the Municipality's policy to comply with laws and regulations that apply to its various operations. It is therefore the policy of the Municipality to:
 - x Encourage employees who have good reason to believe that the Municipality, or any of its employees, is in violation of any law, rule or regulation to report it internally;
 - x Conduct a prompt thorough investigation of any alleged violation and take appropriate corrective action;
 - x Prohibit any retaliatory action against an employee who has provided information in connection with an internal investigation regarding a possible violation of any law or regulation by the Municipality or any of its employees; and
 - x Take appropriate action against employees who have engaged in retaliatory conduct prohibited by this policy, and who have broken laws, rules or regulations.

- (2) An employee who wishes to communicate a suspected violation of law, regulation or ethical behaviour may report such an incident to Human Resources or to any employee designated for this role. The Municipality's position is that all employees within the Municipality shall have their employment protected when exposing such violations. The Municipality encourages all employees to communicate acts or omissions that may place the organisation at risk.

8.1 ACCESS TO EMPLOYEE FILES POLICY

OBJECTIVE

The objective of this policy is to ensure confidentiality of employee information by regulating access to employee files.

POLICY

- (1) Employees may read any materials on their personal files that concern their performance evaluation, remuneration, promotion, discipline and termination by requesting approval from Human Resources.
- (2) This policy does not include giving the individual access to confidential information such as reference information, any confidential background checks, and documents relating to investigation of criminal offences.
- (3) Immediate managers will be granted access to the employee files of their subordinates. A file issue control log needs to be completed indicating the date and the time of removal and the return of the file. Photocopying of any information contained in these files is discouraged. This file shall be viewed within the HR Department only and may not be removed.

- (4) The Municipality is committed to ensuring that all information about its employees will be held securely and will only be accessed via the authorisation of the Director: Human Resources or his/her nominee.

9. CONFLICT OF INTEREST POLICY

OBJECTIVE

The objective of this policy is to give guidelines in dealing with situations that may result in conflict of interest. A conflict of interest exists in any situation where doubt may exist as to an employee's ability to act with total objectivity to the Municipality's decisions and interests.

POLICY

- (1) An employee of the Municipality who has or obtains an interest in an organisation that enters into business transactions with the Municipality, and their interest is of such nature that it can influence the outcome of decisions taken by the Municipality (e.g. tendering, procurement, recruitment agency, etc), such an employee must advise Human Resources in writing of such interest without delay. Disclosure both in writing and verbally to Human Resources or any designated authority is expected of all employees.
- (2) Where an employee has an interest in any other organisation other than that strictly defined within the ambit of the Municipality, they must disclose it to the Human Resources in writing. The Municipal Manager has the right to require the employee to disclose and later excuse him-/ herself or herself from decision-making or any such related matter.
- (3) Such an employee may not participate in decision making of the Municipality during which discussions will revolve around the organisation in which such an employee has interests, as it might impact on them taking decisions that are fair, impartial and proper.
- (4) It is a condition of employment that an employee assigns to the Municipality, without charge, all claims and rights to any copyright, inventions, improvements to inventions, photographs, writings and the like, which may now or in the future vest with the employee in any work arising out of or from the scope of their employment with the Municipality. Such employees shall grant the Municipality full right to alter and adapt such work.
- (5) All employees shall be expected to devote the whole of their time and attention during the Municipality's normal working hours, and such reasonable amount of additional time as may be necessary to conduct the Municipality's activities.

10. USE OF MUNICIPALITY ASSETS & RESOURCES POLICY

OBJECTIVE

The objective of this policy is to ensure the safeguarding as well as proper and efficient use of the Municipality's assets.

POLICY

- (1) The Municipality gives all employees the opportunity to use Municipality assets in their official capacity only. The Procurement and Administration Section is responsible for the identification, tracking, recording, control and maintenance of all the Municipality assets.
- (2) Where the Municipality's equipment is to be used after official working hours, approval needs to be sought and the necessary authorities need to be aware. The respective functional Manager needs to be aware that the individual will be using the Municipality's facilities.
- (3) And where Municipality equipment is to be used outside of Municipality official premises, authorisation is mandatory. All equipment needs to be accounted for at all times. The Municipality needs to ensure that employees are directly accountable and responsible for all the Municipality's assets in their possession or environment.
- (4) Municipality property needs to be looked after and damage inflicted to it should be reported immediately to the Corporate Services Directorate.
- (5) Theft, unauthorised removal or usage of the Municipality's assets will result in disciplinary action of that particular employee.

11. ENTERTAINMENT POLICY

TO BE NEGOTIATED BY COUNCIL

12. EXTRANEOUS EMPLOYMENT (MOONLIGHTING) POLICY

OBJECTIVE

The objective of this policy is to give guidance to employees who would like to accept work outside their duties at the Municipality.

POLICY

- (1) All employees, unless otherwise specified in their employment contract, must place their contracted eight (8) working hours at the disposal of the Municipality. Consequently, no employees should bind themselves to perform work outside their duties, during the contracted eight (8) working hours, without prior authorisation.
- (2) Applications to perform work outside the Municipality would be considered according to each individual circumstance, but in principle this is not encouraged by the organisation. Where the type of work that the employee intends to do outside the Municipality, e.g. lecturership at an academic institution, directorship of a company, membership of a close corporation, etc, may cause embarrassment or potential conflict of interests/prejudice to the Municipality, and/or hamper the performance of the employee's duties, approval will not be granted.

CONDITIONS FOR APPROVAL

- x Performing outside work or personal work while on Municipality premises or on Municipality time is strictly prohibited. Nor may the Municipality assets, facilities or proprietary information be used for any outside or personal work for personal gain of an employee;
- x The work cannot be of such a nature that the Municipality will be prejudiced in any way;
- x The onus will be on the employee to disclose involvement in the extraneous employment (moonlighting), providing details and seeking permission prior to engaging in such employment or continuing with such employment;
- x No employee may take on any work outside the Municipality if there is a potential for a conflict of interest;
- x Where permission is granted, the work is to be done in the employee's own time;
- x To ensure consistency, Human Resources would consider the applications and make recommendations to the Municipality Manager, or any person delegated;
- x The Municipality encourages employees to belong to and participate in community and charity organisations that are geared towards the upliftment of the quality and the standard of living of all South Africans;
- x A record of all employees engaged in this type of employment must be kept and regularly reviewed by Human Resources; and
- x Approval may be withdrawn.

13. FUNERAL COVER

OBJECTIVE

The objective of the Funeral Cover is to provide for the payment of benefits to family of the deceased staff member to cover funeral expenses in the event of death.

POLICY

- (1) Membership is compulsory for all organisation permanent employees.
- (2) The Municipality will determine a reputable Insurance Company to provide funeral benefits best suited to its employees.
- (3) Members shall contribute 100% of the monthly premium subject to adjustment from time to time.
- (4) The Municipality is only liable to administer funeral benefits through the Insurance Company in the case of a deceased employee and not his/her family members.
- (5) Contributions are not refundable in the event of termination of service.

TRANSPORT COSTS OF THE REMAINS OF AN EMPLOYEE

MUNICIPALITY will contribute to the cost of suitable transport for the remains of an employee who dies whilst away from the place where he/she is on the establishment, on the Municipality business. The Human Resource Manager will determine the extent of the assistance.

14. GIFTS TO MUNICIPALITY EMPLOYEES POLICY

OBJECTIVE

The objective of this policy is to give guidance to Municipality employee regarding the exchange of gifts between employees and the clients of the Municipality.

POLICY

In executing its business, employees within the Municipality may be required to give or may be given gifts as a means of gratitude, cultural diplomacy “vula mlomo”, etc. In this spirit, Municipality employees can accept or give such gifts but these need to be disclosed to Human Resources.

The Municipality operates within certain cultural dynamics and traditional values of the communities that it serves, and it is therefore important that Municipality employees adhere to the following guidelines when giving or receiving gifts from these communities.

- (1) All gifts (including livestock received or given) should be declared registered in the Gifts Register which can be found in Human Resources;
- (2) Invitations to local sporting events, the theatre, cocktail parties and other forms of modest entertainment from clients, extended as a courtesy during the normal course of business should be reported to the Head of Department / superior and may only be accepted if they are not being offered to influence the Municipality's decision-making process especially on the disbursement of funds.
- (3) It is strictly forbidden that money be accepted as a gift;
- (4) If an employee cannot refuse a gift because such refusal may be perceived as discourteous, then the employee should disclose the receipt thereof to their immediate supervisor and then register the gift the Gift Register. The Municipality will then decide on what to do with such a gift. If the gifts delivered to an employee are perishables, or it is considered inappropriate to return the gift because of reasons of cultural sensitivity, these should then be noted in the Gift Register and accepted by the employee; and
- (5) Failure to disclose receipt of a gift may lead to an enquiry into the matter with a view to taking appropriate action against the employee concerned.

The above provisions apply to all Municipality employees at all times, even if the employee is on vacation at the time the offer is made.

15. 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 does not subsidise bond repayments, however it provides a 10% collateral guarantee on a 100% building society/bank bond. The said collateral will be applicable on a bond up to a maximum of three times the employee's annual salary.
- (2) An employee who wishes to partake in this scheme should contact the Human Resources Department, which will coordinate and administer the application in terms of the following conditions, provided that the employee signs the prescribed agreement:
 - The Municipality will make available, at its discretion, a guarantee on behalf of approved employees in favour of lending institutions in respect of a portion of the mortgage debt incurred for purposes of acquisition of a dwelling. This dwelling must be for the use and occupation of the employee and his immediate dependents.
 - A guarantee will not be granted for an amount in excess of 10% of the mortgage debt incurred to finance the acquisition of such dwelling.
 - No further mortgage debt, whether secured by a re-advance or second bond, may be incurred or secured against the dwelling without the Municipality's prior written consent.
 - The total amount of the loan to be secured under the first mortgage bond shall not exceed an amount equivalent to the lending institution's fair evaluation of the dwelling, determined subject to its normal criteria applicable to valuations of similar property.
 - The Municipality's guarantee will not be available in respect of any mortgage debt in excess of three times an employee's annual pre-tax basic salary.
 - All payments made to the lending institution from time to time on account of the mortgage debt shall be applied towards the reduction of that portion of the mortgage debt that is secured by the Municipality's guarantee.
 - The Municipality's guarantee is to be released as soon as the mortgage debt has been reduced by an amount equivalent to the guaranteed amount, or earlier if the mortgage debt represents no more than 90% of the prevailing

value of the dwelling concerned, as determined by the lending institution in good faith.

- The amount of the Municipality's guarantee is likewise to be reduced by the value of any other collateral security held by the lending institution in respect of the mortgage debt from time to time.
- The terms of the mortgage bond are not to be amended, and no re-advance of capital or capitalisation of interest is to be granted to the employee, save with the Municipality's prior written consent.
- The Municipality is hereby irrevocably authorised to obtain such information as it may require with reference to the employee's mortgage indebtedness from the lending institution concerned, or any other relevant party. The Municipality may stipulate as a condition of its guarantee that it be advised in the event of any arrears falling due under such mortgage bond in order that the Municipality may protect its rights and interests.
- The employee shall be required to sign a pledge as collateral security in favour of the Municipality in respect of his life policy as well as his rights and interests in the pension and provident fund. The terms and conditions will be stipulated by the Municipality in consultation with the employee.
- The employee may give written consent on request of the Municipality that the Municipality make appropriate deductions and any other emoluments due to the employee from time to time. Such deductions will be applied on account of the mortgage debt, as well as the premiums falling due from time to time under the life policy.
- It shall be a condition of the Municipality's guarantee that the employee must have in his credit an amount in the pension and provident fund of not less than the guaranteed amount.

16. 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 compulsory 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%.
- 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:
 - o The wife of the member including common law spouse.
 - o The husband of the wife (member) if she is the breadwinner.
 - o The child /children of the member.
 - o A member's unmarried child above the age of 21 who as a result of a mental or physical defect does not receive income.
 - o 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.
 - o 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.

17. MEMBERSHIP TO PROFESSIONAL SOCIETIES POLICY

OBJECTIVE

The objective of this policy is to give guidelines for employees to participate in professional societies. The purposes of participation to professional societies are:

- x To fulfil our obligation as an organisation and to further the status and competence of the Municipality in the development sector; and
- x To promote the Municipality's image and enhance it's standing in the infrastructure development sector.

Professional societies are defined as those societies / associations / bodies that employees may be required to join in order to practice their profession e.g. professional registration Municipality's.

POLICY

- (1) The Municipality will not meet the cost of subscriptions to professional societies/institutes, unless these are to the direct benefit of the Municipality and are part of executing Municipality business.
- (2) Employees are encouraged to become members of professional societies and the Municipality will support them when attending such related events.
- (3) Permission to take time off to attend to such activities should be obtained from the individual's direct supervisor.
- (4) The Municipality will only meet the cost of attending courses approved by the Municipality Manager or any person delegated by them, provided this has a direct benefit for the Municipality. The responsibility is with the individual to pay for membership to a professional society.

18. PARKING ON MUNICIPALITY HEAD OFFICE PREMISES POLICY

OBJECTIVE

The objective of this policy is to regulate the allocation of parking space at the Municipality premises.

POLICY

- (1) The Municipality pays for parking within its business premises.
- (2) Due to the fact that parking space is limited, only certain employees might have access to covered parking.
- (3) Parking will be allocated according to rank and grade.
- (4) Employees who cannot find parking within the Municipality premises are encouraged to park their motorcars at the alternative designated parking facility.
- (5) Payment of such alternative will be negotiated on behalf of employees by the Municipality and communicated to all employees.

19. PROVIDENT FUND

OBJECTIVE

The objective of this policy is to provide finance to members when they retire, resign or are retrenched. It is a condition of employment for all permanent and full-time employees to become members of the Fund.

POLICY

- (1) This fund is governed by the Rules of the Fund.
- (2) The employees' contributions are 5% and the Municipality contributions are 1.95%

A. ELIGIBILITY

As a condition of service all permanent staff shall join the Municipality Provident Fund.

B. HOW THE FUND WORKS

The value of Provident Fund per employee increases each year when annual increase become effective, taking into consideration any interest accrued. Normal retirement age from the fund is 65 years.

C. BENEFITS

Retirement Benefit

- On retirement, the employee will decide whether he/she wishes to be paid out in full.
- Benefits paid in both the above instances will incorporate the employee's total share of the fund (100% of the employer and employee's contributions over their period of service for the Municipality, plus any interests accrued).
- All employees should be aware of tax implications in this regard.

Disability Benefit

- Should the employee become disabled through an accident or illness before normal retirement date and provided that the organization is satisfied that the employee is no longer able to carry out his/her duties, the employee will be retired and the Provident Fund retirement rules will apply.

Death Benefit

- If a member dies while in service before normal retirement, a cash lump sum payment equal to **three times his/her** annual pensionable salary will be paid to the nominated beneficiaries.

D. NOMINATION OF BENEFICIARY FORM

All employees must complete a "Nomination Beneficiary Form". On completion this form must be forwarded to the HR Department.

20. THE MUNICIPALITY GROUP LIFE

OBJECTIVE

The objective of this policy is to provide for the payment of benefits to the family of the deceased employees in the event of disability or death while still in the employ of the Municipality. The group life is governed by the rules of the Fund.

POLICY

A. ELIGIBILITY

As a condition of service all permanent employees who do not qualify for life insurance according to the rules of the insurance company, will be provided with a group life cover. This cover will be limited to three years continuous service.

B. HOW THE FUND WORKS

The municipality contributes 1% and the employees contribute 1% of the basic salary. The value of Group Life per employee increases each year, however, it is only paid out on the death of the employee.

C. BENEFITS

Death Benefit

- If a member dies while in service before normal retirement, a cash lump sum payment equal to three times his/her annual pensionable salary will be paid to the nominated beneficiaries.

D. WITHDRAWALS FROM THE FUND

If an employee chooses to leave the service of Municipality, he is not entitled to any benefits in terms of Group Life.

E. NOMINATION OF BENEFICIARY FORM

All employees must complete a "Nomination Beneficiary Form". On completion this form must be forwarded to the HR Department.

21. 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):
 - x Company vehicle (through flexible vehicle benefit scheme);
 - x Municipality owned transport, if available;
 - x Public transport, if available and/or practical; and
 - x Private transport.
- (3) Credit cards may only be used to purchase items that are approved in the departmental or regional budget e.g.:
 - x Local Travel – Meals and refreshments
 - x Local Travel Parking
 - x Employee Welfare
 - x Entertainment
- (4) Approval for these expenses is given at the time a departmental 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 Municipality will refund the employee for the actual kilometres travelled for authorised business purposes at a rate determined by the National Department of Transport.
- 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. Manager and above: 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:

- x 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;
- x Report the damage to the car hire company, to their respective Manager and the Human Resource Manager;
- x Obtain the relevant claim form(s) from Human Resources;
- x 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
- x Report the incident again to the car hire company on returning the vehicle.
- x 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 will travel economy class.
- The Municipal Manager and Managers will travel economy class when travelling for official Municipality duties. However they will be permitted to upgrade their air tickets to a higher class, but they will incur the costs of the difference thereof.
- 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 who are required to spend the night out of town for official Municipality business.
- The Municipality will cover accommodation costs against attached hotel vouchers and prior approval.
- 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 **RXX.XX per day** if travelling locally (within the common monetary area i.e. South Africa, Lesotho, Namibia and Swaziland) and **\$XX.XX 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 the 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

22. UNEMPLOYMENT INSURANCE FUND (UIF)

OBJECTIVE

The objective of this policy is to provide for the payment of benefits to persons who are able and willing to work, but who cannot find employment, as well as to assist those who are unable to earn their normal remuneration owing to temporary interruption to work.

- x The Fund provides insurance against the risk of loss of earnings arising out of unemployment due to termination of employment, illness or maternity and for payments to the dependants of deceased contributors;
- x Every contributor to the Fund is supplied with the record card (blue card) which shows employment and contribution details. Benefits are not paid unless this card is produced; and
- x Arrange with Human Resources to process your claim, which has to be done through the Department of Labour once the blue card and employer details have been finalised. The process tends to be lengthy and it is recommended that the employee needs to start the process within good time.

POLICY

- (1) All employees are required to contribute 1% of the gross earnings in terms of the (Unemployment Insurance Act, No. 30 of 1966) ;
- (2) Contributions to the Fund are deducted monthly from the employee's salaries.

23. UNIFORM POLICY

OBJECTIVE

The objective of this policy is to ensure a level of professionalism acceptable to the working environment. By means of smartly dressed staff we promote and reinforce our image to the customer and the public. Our Uniform Policy forms an integral part of the Conditions of Employment of the Municipality.

POLICY

A. THE MUNICIPALITY

- (1) The Municipality will provide the monthly uniform allowance to employees who are obliged to wear the uniform.
- (2) The uniform allowance is not redeemable for cash.

B. THE EMPLOYEE

- (1) The employee is obliged to wear their uniform at all times during the performance of the Municipal duties in accordance with this uniform policy. The employee is obliged to keep the uniform neat and clean at all times. Should the employee leave the Municipality within six months of obtaining the uniform, the full cost of the uniform will be deducted from the employee's salary. However, should the salary be insufficient to cover the cost of the uniform, the employee will be liable for the outstanding balance. There must be an agreement in place with the Unions for this policy.
- (2) The replacement of Uniform items from time to time due to wear and tear or fashion changes will be for the employee's account. Replacement items for this purpose shall be chosen from range of items determined by the Municipality.

C. WHO WEARS THE UNIFORM

- (1) Professionals, office bound employees and managers will dress professionally to project a good corporate image.
- (2) The municipality shall identify the uniform (for males and females) to be worn.

D. CONTROL PROCEDURES

Each Manager is responsible for ensuring that the Uniform Policy is strictly adhered to, as performance in this regard will form an integral part of the staff annual assessment process.

24. USE OF INTERNET AND E-MAIL POLICY

OBJECTIVE

The objective of this policy is to regulate access to internet and e-mail to make executing of Municipality business more efficient and effective.

POLICY

The internet and e-mail access provided by the Municipality is intended to be for business purposes only.

A. ACCEPTABLE USES OF THE INTERNET AND MUNICIPALITY E-MAIL

The Municipality encourages the use of the internet and e-mail because they make the executing of Municipality business more efficient and effective. However, the internet service and e-mail are Municipality property, and their purpose is to facilitate the organisation's operations. Every employee has the duty and the responsibility to maintain and enhance the Municipality's image and to use internet and e-mail access in a productive manner, however the employee levels allowed accessing the internet should be determined by the relevant Head of Department in terms of professional or operational requirements. Any improper use of the internet or e-mail is not acceptable and will not be permitted.

The manager responsible for Information Technology will be obliged to provide access statistics / log-on information as and when required by the Heads of Departments.

B. UNACCEPTABLE USES OF THE INTERNET AND MUNICIPALITY E-MAIL

The following activities are prohibited when using the Municipality e-mail and internet provided access accounts or equipment, or when employees identify themselves as associated with the Municipality using a personal ISP (Internet Service Provider) account. These are some examples of unacceptable use of the Municipality internet and e-mail access provided, however, the list is not exhaustive:

- x Downloading, transmission, and possession of obscene, pornographic, sexually explicit or discriminatory or other inappropriate materials;
- x Transmitting libellous, slanderous, threatening, abusive, or other inappropriate messages or any messages that may be construed as such;
- x Sending or otherwise participating in chain letters. Chain letters are defined as having one or both of the following attributes: encourages the re-sending or forwarding of messages and not related to the Municipality's operations.
- x Posting to an internet server or transmitting via internet e-mails the Municipality's proprietary information or any confidential information. Municipality employees must comply with written confidentiality agreements with third parties that may explicitly prohibit communication over public computer systems.

The example below demonstrates acceptable and unacceptable use of the Municipality internet and e-mail provided access. The intent of this example is to convey a spirit of acceptable behaviour, rather than specific “do’s” and “don’ts”:

C. MUNICIPALITY USE EXAMPLES:

Acceptable Municipality Use	Unacceptable Municipality Use
<p>x A Project Officer is working on a housing project in the Gauteng. It would be acceptable to use the internet to better understand the population size, the traditional authorities, the delimitation of the area, etc, by using the Municipality web service application. This would allow the Project Officer to better understand the communities they are trying to reach.</p>	<p>x It would be unacceptable to use the Municipality internet or e-mail access provided to understand this market for personal gain.</p>
<p>x It is acceptable to use the internet to view the electronic versions of newspapers and newsletters dealing with housing sector issues, if a proper subscription has been acquired</p>	<p>x It is <u>not</u> acceptable to regularly view web sites of personal interest, such as, sports, cars and fashion web sites.</p>

D. PROTECTING THE SOFTWARE

To prevent computer viruses from being transmitted through Municipality internet and e-mail system, downloading of software is not authorised. Employees should adhere to these policies or else contact the Information Technology section if they have any questions:

- x Verify that the Municipality's current standard anti-virus software is installed on the Municipality's computers. Ensure that all files attached to external e-mail as well as any files downloaded from an external system are scanned;
- x Exercise caution when downloading large files (i.e., over 1 MB, including text and multimedia files). Downloading large files can take a long time and therefore retard network performance for everyone on the network;
- x The Municipality's computer network (including all media and data paths facilitated by the Municipality), and the messages and information residing on or exchanged through them, are the property of the Municipality. Management tools are used to track usage and log network activity; and
- x Network resources are expensive and finite. Network availability and reliability needs to be protected to ensure that all employees can execute their jobs. As a result, to ensure that our network performance is maintained, Municipality e-mail and internet usage will be monitored for improper and/or excessive usage.

E. PROTECTING ELECTRONIC COMMUNICATIONS

The Municipality reserves the right to access and monitor all messages and files on the Municipality's internet and e-mail. Employees should not assume communications are totally private and transmit highly confidential data via the internet and/or e-mail.

- x Employees should be aware that whatever they communicate via internet or e-mail might become public information. As a result, employees should use the language that reflects positively on themselves and the Municipality;
- x Employees should not transmit, send or broadcast any messages, data, or files that can cause, or potentially cause, hardware, software or network failure and/or the destruction of data (e.g., sending of viruses over the internet, etc);
- x Employees should not share access to passwords and internet accounts with anyone, both internally and externally to the Municipality;
- x The posting of Municipality messages on the internet or to any other public computer system can only be done through the Marketing and Communications Directorate. Posting messages includes subscribing to mailing lists and participating in newsgroups on poverty-alleviation and the development sector issues; and
- x Employees requesting access to mailing lists or other similar services should do so for the Municipality's purposes only. However, they should exercise caution and be very selective when subscribing to any of these services.
- x The manager responsible for IT has an obligation to ensure provision of log-on information as and when required or deemed necessary by Authorities.

25. WORKING HOURS POLICY

The Municipality will workshop Working Hours Policy.

- Staff must comply with the timekeeping systems that are provided.