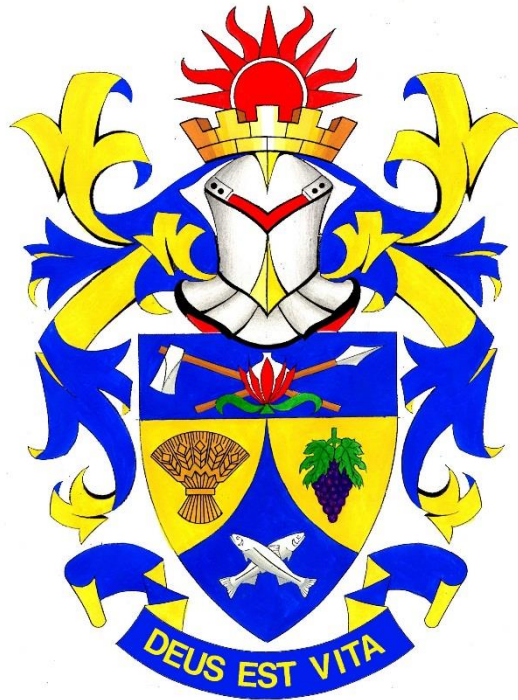


BERGRIVIER MUNICIPALITY



TASK JOB EVALUATION POLICY

DATE APPROVED : 21 NOVEMBER 2023
COMMITTEE : MAYORAL COMMITTEE

VERSION	DATE CREATED	STATUS	WRITER	CHANGES
1.0	17/05/2023	Draft	AW Rheeder	New
1.1	14/08/2023	Draft	AW Rheeder	Formal Director's meeting
1.2	28/09/2023	Draft	AW Rheeder	Local Labour Forum
1.3	25/10/2023	Draft	AW Rheeder	Comments
1.4	07/11/2023	Draft	AW Rheeder	Corporate Services Committee
1.5	21/11/2023	Approved (BKN021/11/2023)	AW Rheeder	Mayoral Committee

Contents

1. PREAMBLE	3
2. PURPOSE	3
3. SCOPE AND APPLICATION	3
4. DEFINITIONS	3
5. KEY PRINCIPLES	6
6. RESPONSIBILITIES OF THE MUNICIPAL MANAGER	8
7. ADMINISTARTING JOB EVALUATION, ROLES AND RESPONSIBILITIES	9
8. REGIONAL JOB EVALUATION UNIT ESTABLISHMENT, ROLES AND RESPONSIBILITIES.....	10
9. BENCHMARKING OF POSTS.....	11
10. AUDITING OF RESULTS BY SALGA PROVINCIAL AUDIT COMMITTEE	11
11. PLACING STAFF ON A NEW T.A.S.K. GRADE AND SALARY SCALE CONDITIONS	12
12. APPEAL AGAINST JOB EVALUATION OUTCOME	12
13. EFFECTIVE DATE.....	13

1. PREAMBLE

T.A.S.K. is the uniform Job Evaluation System within the local government sector as approved by the National Executive Committee (NEC) of SALGA.

This policy must be read in the context of the T.A.S.K. Job Evaluation System, T.A.S.K. Job Evaluation System Training Manuals, Memorandum of Agreement between the Municipalities in the West Coast Region, Standard Operating Procedure of the Job Evaluation Unit and the SALGA TASK Job Evaluation Policy for Municipalities.

2. PURPOSE

- 2.1 To implement the T.A.S.K. Job Evaluation System within the Municipality to achieve uniform norms and standards in the description of similar jobs and their grading and to underpin job comparison.
- 2.2 To provide for the necessary structures, institutional arrangements and procedures for the evaluation of jobs in the Municipality.
- 2.3 To ensure a single job evaluation system is implemented.
- 2.4 To monitor adequate implementation of the T.A.S.K. Job Evaluation System in order to achieve uniform remuneration within the Municipality.
- 2.5 To provide guidelines for job evaluation at the Municipality where circumstances result into combining certain responsibilities in one (1) job.

3. SCOPE AND APPLICATION

- 3.1 The terms of this policy and implementation guidelines shall be applicable to all permanent posts and political supporting personnel in the Municipality.
- 3.2 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) are excluded from this Policy.

4. 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.

Appeal	An application of the Employee or group of Employees who are aggrieved with the outcome/result of the T.A.S.K. grade of their post as published in the Final Outcomes Report received from the SALGA Provincial Audit Committee
Auditing	A technical exercise in verifying that the T.A.S.K. Job Evaluation System is being consistently applied in terms of its own rules and any other rules on implementation
Benchmarking	The internal process followed by the trained T.A.S.K. members at the Municipality where an outcome is needed for, e.g. advertisement of a post
Director	means an employee of the Municipality who, in terms of a Council's resolution or an Act, is directly responsible to the Municipal Manager for the administration of a directorate of the Municipality's service, or is acting in such capacity;
Employee (as per clause 200A (1) of the Labour Relations Act, 1995)	means a person who works for, or renders a service to the Municipality regardless of the form of her/his employment contract, and in respect of which any factor enumerated in section 200A (1) of the Labour Relations Act applies;
Employer	means Bergrivier Municipality, a local government established in terms of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) as amended;
Evaluation	Submitting job descriptions of new posts or changed posts that were not previously evaluated by the Job Evaluation Unit using the T.A.S.K. Job Evaluation System
Factors	The four (4) T.A.S.K. factors of Complexity, Knowledge, Influence and Pressure

Job Description	A description of the content and duties of a post in the prescribed format as agreed upon by Employer and Employee(s)
Job Evaluation Unit	The regional job evaluation unit established by the Municipal Managers in the region to take responsibility of implementing and managing the job evaluation process
Line Manager	means the person with direct authority and/or responsibility over subordinates in their respective departments, divisions and sections;
Municipality	means Bergrivier Municipality, a municipality established in terms of section 12 of the Municipal Structures Act, 1998 (Act 117 of 1998), as amended;
Municipal Manager	means the person appointed as such in terms of Section 54(A) of the Local Government: Municipal Systems Act (Act 32 of 2000) and includes a person acting in his/her stead;
Provincial Audit Committee	The committee established by SALGA and represented by the Municipalities in the Province to audit posts evaluated by the Job Evaluation Unit and also to deal with appeals
Re-evaluation	A process where evaluated job descriptions are reviewed, amended and submitted for re-evaluation to the Job Evaluation Unit
Review	An application by the Employer to SALGA Provincial Audit Committee after receipt of the Provisional Audit Report on the job description as submitted
SALGA	South African Local Government Association
Skill Levels	The Basic, Discretionary, Specialised, Tactical and Strategic levels as per the T.A.S.K. Job Evaluation System
Sub-factors	The fine-tuning of sub-factors in the T.A.S.K. Job Evaluation System
T.A.S.K.	Tuned Assessment of Skills and Knowledge

<i>T.A.S.K. Job Evaluation System</i>	The T.A.S.K. Job Evaluation System in terms of its rules, application, definition and terminology
<i>Trade Unions</i>	means a union which is a party to the “South African Local Government Bargaining Council”.

5. KEY PRINCIPLES

5.1 Job evaluation principles

- 5.1.1 The salary scales (wage curve) as it applies in the local government sector shall be utilised in conjunction with other relevant authorities that are specific for certain categories of jobs.
- 5.1.2 The Municipality must have an established organogram recording the position of all posts and their designation.
- 5.1.3 All jobs shall be evaluated if content and reporting lines change, to confirm that changes in the job description for a given post was taken into account in terms of the T.A.S.K. Job Evaluation System.
- 5.1.4 No job at the Municipality shall be advertised without it having been subjected to an appropriate job evaluation process, unless such a post has been evaluated in the past.
- 5.1.5 The Municipal Manager, in terms of Section 66(1)(b) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000 as amended), shall ensure that every job on the staff establishment of the municipality, have a written job description.
- 5.1.6 The compilation of job descriptions shall always be in line with the prescribed T.A.S.K. format and the prerogative of the Employer.
- 5.1.7 The incumbent or the representative of a post and the immediate supervisor or supervisor representative of the post, in consultation with the relevant head of division and the human resources division must develop, and where appropriate, review a job descriptions when there are substantial changes to the job.
- 5.1.8 Jobs must be evaluated within six months of a material change to the job content or job requirements or before a post is filled.

- 5.1.9 Job descriptions must be based on actual and current activities of the job and not on future projections.
- 5.1.10 The evaluation of the job may result in the job being –
 - 5.1.10.1 Upgraded
 - 5.1.10.2 downgraded; or
 - 5.1.10.3 remaining on the same grade.
- 5.1.11 Job evaluation shall centre on the job, and not the staff member performing the job.
- 5.1.12 All jobs shall be evaluated as they are, not as what the evaluator or incumbent imagine it could or should be.
- 5.1.13 Job evaluation shall not be used as a means to a promotion or reward, though a properly authorised job evaluation of a particular job may result in a higher grading.

5.2 Job evaluation system

- 5.2.1 The Municipality must utilise the T.A.S.K job evaluation system to determine the job grade.

5.3 Job descriptions

- 5.3.1 Every post on the staff establishment of the Municipality shall have a written job description.
- 5.3.2 The municipality shall keep a record of job descriptions for all posts.
- 5.3.3 The line manager shall develop, and where appropriate, review a job description for a post that the line manager is responsible for.
- 5.3.4 A job description shall contain at least the job title, objectives of the job, the location of the job on the staff establishment, key responsibilities, competencies and requirements of the relevant job.
- 5.3.5 The minimum requirement must be the highest requirement between the staff regulations and the current job description or as required by law. Where no

job description exists, the minimum requirement as prescribed by the regulation or by law must be used.

5.3.6 A job description may be reviewed at least once every five years following the reorganisation of the municipal administration resulting in significant changes to the jobs to ensure that the job description remains relevant and current.

5.3.7 The Municipality shall, from time to time, align job descriptions to the standards and guidelines, as well as adopt generic jobs and benchmarking of critical jobs, set by the Minister.

5.3.8 The Municipal Manager can in highly exceptional cases, adjust the qualification requirements on the recommendation of the relevant Director, if it is found that the qualification requirements do not meet the target market.

6. RESPONSIBILITIES OF THE MUNICIPAL MANAGER

6.1 The Municipal Manager is responsible for overseeing the implementation of the T.A.S.K. Job Evaluation System in the Municipality.

6.2 The Municipal Manager must ensure that each Director takes full responsibility for supporting and driving the job evaluation implementation and maintenance process in his/her directorate.

6.3 The Municipal Manager shall ensure that sufficient staff and resources are allocated to support the process.

6.4 The Municipal Manager, in terms of Section 66 of the Municipal Systems Act, is required to ensure that there is a job description for each post on the approved staff establishment of the Municipality.

6.5 The Municipal Manager must ensure that each Director inform all staff in his/her directorate/division of the objectives of the T.A.S.K. Job Evaluation System, as required in terms of Section 67 of the Municipal Systems Act.

6.6 The Human Resources Division shall keep record of all job descriptions and updated job descriptions.

7. ADMINISTRATING JOB EVALUATION, ROLES AND RESPONSIBILITIES

- 7.1 The Manager: Human Resource Services shall take responsibility of administrating job evaluations on an ongoing basis in the Municipality.
- 7.2 Administrative support will be provided by a staff member of the Human Resources division as appointed by the Manager: Human Resource Services.
- 7.3 Job Evaluation shall take place on a quarterly basis depending on the timetable of the Regional Job Evaluation Unit.
- 7.4 The Manager: Human Resource Services shall consider job evaluation/re-evaluation requests/ appeals/motivations by assessing the following criteria:
 - 7.4.1 Has a post changed materially?
 - 7.4.2 Are changes of a permanent nature?
 - 7.4.3 Is the post a new post on the organogram and in the Municipality?
 - 7.4.4 Did the organogram change in respect of reporting lines?
 - 7.4.5 Are there responsibilities combined in one (1) job?
- 7.5 The Manager: Human Resource Services shall maintain confidentiality on all requests/motivations and shall otherwise avoid disclosing information obtained in the process of job evaluation in a manner that may prejudice effective implementation.
- 7.6 The Manager: Human Resource Services (or his/her delegate) has the right to request information or the further analysis or reformulation of information that is relevant to the job description in line with the requirements of the T.A.S.K. Job Evaluation System.
- 7.7 The key role of the Manager: Human Resource Services shall be to assess and consider all job descriptions submitted for evaluation/re-evaluation/appeals and reviews within the Municipality in terms of the criteria mentioned in paragraph 6.4.
- 7.8 The Manager: Human Resource Services may invite both the incumbent as well as the relevant manager and/or director of the post being presented for inputs to confirm if full particulars of the job were taken into account.
- 7.9 The Manager: Human Resource Services shall ensure that the posts that are to be evaluated/re-evaluated/appealed/reviewed have been approved by the Municipal Manager and submit it to the Job Evaluation Unit for evaluation.

- 7.10 The Manager: Human Resource Services will send a written request for job evaluation to the Job Evaluation Unit and follow the process as required.
- 7.11 The Manager: Human Resource Services will forward the Provisional Outcomes Report received from the Job Evaluation Unit to the Municipal Manager and Director(s) concerned.
- 7.12 Managers and/or Directors who are dissatisfied with the outcome of the provisional job grade may request a review of the grading outcome in a prescribed form to the Manager: Human Resource Services.
- 7.13 The grounds for review must be fully motivated and can only be based on the skill levels, factors and sub-factors of the T.A.S.K. Job Evaluation System and the content of the job description as submitted without any amendments to the job description.
- 7.14 The Manager: Human Resource Services will compile a feedback report on the Provisional Outcomes Report, submit the feedback report to the Job Evaluation Unit and request for a review or the Final Outcomes Report.

8. REGIONAL JOB EVALUATION UNIT ESTABLISHMENT, ROLES AND RESPONSIBILITIES

- 8.1 The Municipal Managers in the West Coast Region shall establish a Job Evaluation Unit which shall take responsibility of implementing and managing the job evaluation process for that Region.
- 8.2 The Job Evaluation Unit shall conduct the evaluation of all funded jobs within the West Coast Region on a quarterly basis.
- 8.3 The West Coast District Municipality shall oversee and administrate the processes of the Job Evaluation Unit.
- 8.4 The Chairperson and Administrator for the Job Evaluation Unit shall be from the West Coast District Municipality.
- 8.5 The key role of the Job Evaluation Unit shall be to evaluate jobs within the West Coast Region in terms of the principles of the T.A.S.K. Job Evaluation System.
- 8.6 The Job Evaluation Unit may consider requests from the Municipality where posts are being presented, for inputs and clarity regarding job content.

- 8.7 The Job Evaluation Unit will compile and submit a Job Evaluation Report to SALGA Provincial Audit Committee after completion of job evaluations.

9. BENCHMARKING OF POSTS

- 9.1 In terms of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000), Local Government: Municipal Staff Regulations (Reg. 890 of 21/09/2021), all jobs in a municipality must be graded through a job evaluation process.
- 9.2 In the event of new posts on the organogram or in the Municipality, benchmarking of that post can be done internally by the trained T.A.S.K. members if an outcome is needed urgently for budget purposes only.
- 9.3 The benchmarked posts must be submitted to the Job Evaluation Unit for evaluation of the posts at the regular evaluation meeting before the post may be advertised and filled.

10. AUDITING OF RESULTS BY SALGA PROVINCIAL AUDIT COMMITTEE

- 10.1 The SALGA Provincial Audit Committee shall complete the audited results within one (1) month of submission and forward the Provisional Outcomes Report to the Job Evaluation Unit.
- 10.2 The Job Evaluation Unit shall send the Provisional Outcomes Report to the Municipality within ten (10) working days from date of receipt of results from the SALGA Provincial Audit Committee.
- 10.3 The Manager: Human Resource Services will forward the Provisional Outcomes Report to the relevant Director and/or Municipal Manager for comments as mentioned in paragraph 6.11 and submit the feedback report or request for review to the Job Evaluation Unit as mentioned in paragraph 6.14.
- 10.4 The Job Evaluation Unit shall submit the request for the Final Outcomes Report within three (3) days to SALGA Provincial Audit Committee.
- 10.5 SALGA Provincial Audit Committee shall provide the Final Outcomes Report to the Municipality and a copy to the Job Evaluation Unit, on receipt of request and within fifteen (15) days.
- 10.6 The Final Outcomes Report of the gradings by SALGA Provincial Audit Committee will be final and binding.

11. PLACING STAFF ON A NEW T.A.S.K. GRADE AND SALARY SCALE CONDITIONS

The following conditions apply when placing staff on a new T.A.S.K. grade and salary scale:

- 11.1 Employees will be placed on the salary notch on the new pay scale for the applicable T.A.S.K. grade which is the closest higher salary notch to their existing salary notch.
- 11.2 Employees whose current salary notch is lower than the minimum of the applicable T.A.S.K. grade scale will be placed on the minimum of the applicable new T.A.S.K. salary scale.
- 11.3 Employees whose existing basic salary is higher than the new T.A.S.K. grade maximum will retain their existing basic salary scale on a *personal to holder* basis.
- 11.4 The Municipal Manager has the authority to determine the salary notch in the applicable T.A.S.K. grade scale to ensure that no salary discrepancies occur.
- 11.5 In the event of paragraph 11.2 above, annual cost of living adjustments as determined by the SALGBC (South African Local Government Bargaining Council) will be applied to the salary rate as retained by the Employee from the date on which such an adjustment is applicable.
- 11.6 The implementation date for a new T.A.S.K. Job Evaluation outcome will be the first (1st) of the month following the month when the Municipal Manager has approved the new grade.

12. APPEAL AGAINST JOB EVALUATION OUTCOME

- 12.1 Employees are entitled to appeal against their notified grading results in a prescribed form via the Manager: Human Resource Services to the Job Evaluation Unit within six (6) weeks of notification, which period starts on the date the employee receives the notification.
- 12.2 The grounds for appeal must be fully motivated and can only be based on the skill levels, factors and sub-factors of the T.A.S.K. Job Evaluation System and the content of the job description as submitted without any amendments to the job description.
- 12.3 The Job Evaluation Unit on receipt of such appeal shall first ensure that there are reasonable grounds for such appeal and submit the appeal to SALGA Provincial Audit Committee.
- 12.4 SALGA Provincial Audit Committee will notify the Municipality via the Job Evaluation Unit in writing of the outcome of the appeal.

12.5 The determinations of SALGA Provincial Audit Committee are final and binding on both the Employee(s) and Employer and where parties are still not in agreement with the outcome, the right to lodge a dispute through the dispute procedures of the South African Local Government Bargaining Council (SALGBC) must be followed.

13. EFFECTIVE DATE

The T.A.S.K. Job Evaluation Policy will become effective upon approval thereof by the Mayoral Committee of Bergrivier Municipality.