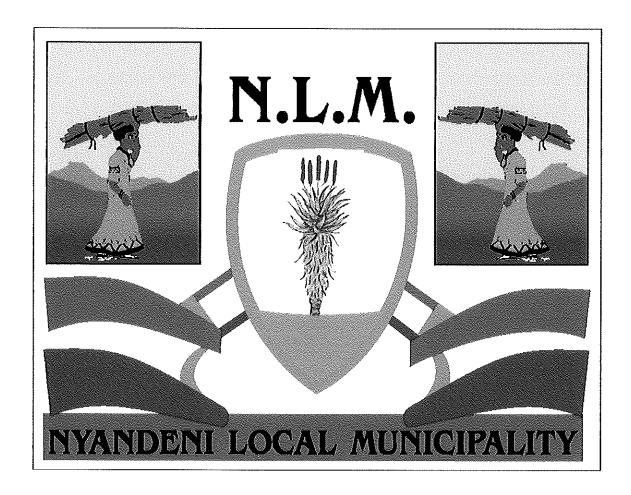
ATTENDANCE & PUNCTUALITY POLICY



APPROVED BY:

MRS N.NOMANDELA MUNICIPAL MANAGER

DATE: 29 July 2013

APPROVED BY:

CLER T SOKHANYILE MAYOR

DATE: 29 July 2013

ATTENDANCE AND PUNCTUALITY POLICY

1. PURPOSE.

The purpose of this policy is to provide a standard of attendance and punctuality for all employees. Because employees are vital to the work of the NLM, reliable and consistent attendance is condition of employment.

2. SCOPE.

This policy applies to all employees of the NLM. Employees are expected to be at their work area at their scheduled start time. Hours of work are stipulated in every employees appointment letter and each Head of Department can determines the work schedule and hours for employees as necessary for its operations. However, work schedules may vary among Departments including hours of work.

3. ABSENCE

Employees are considered absent from work when not available for the assigned work schedule regardless of the reason.

3.1 Scheduled Absences

Employees are to notify their supervisors as early as possible about scheduling time off from work (e.g. doctor's appointment, personal days etc), whether paid or unpaid. Scheduled absences are arranged at the mutual convenience of the Department and employee based on the operational needs of the Department. Absence can be considered scheduled if a 24-hour advance notice is given in advance, and the absence is approved by the supervisor.

3.2 Unscheduled Absences

If an employee misses work due to an unscheduled absence (e.g. Calling-in due to sickness), he/she must follow prescribed Department procedures for calling in. Failure to follow prescribed Department procedures may result into instituting disciplinary action up to including dismissal. After ten (10) consecutive days of unscheduled absence, failure to notify and receive approval will be considered job abscondment and the employees' status can be terminated effective from the day following the last day of work.

3.3 Excessive Unscheduled Absences

Excessive unscheduled absences may result in instituting disciplinary action up to and including dismissal. Supervisors will notify an employee when patterns or

concerns develop that may place them at risk of being reprimanded. The following factors should be considered in determining if unscheduled absences are excessive:

- 3.3.1 Patterns of absence: A pattern of absence demonstrates a predictable routine. For example, is the employee consistently absent the day after pay day, or a particular day, e.g. Monday or Friday, or always on the day before or after a holiday, etc
- 3.3.2 Frequency of absence: How often does the employee have unscheduled absence. Repeated instances of unscheduled absences, such as call-ins, early departures, not reporting etc, should be considered. Even though the absences may not constitute a predictable pattern, is the employee often absent.

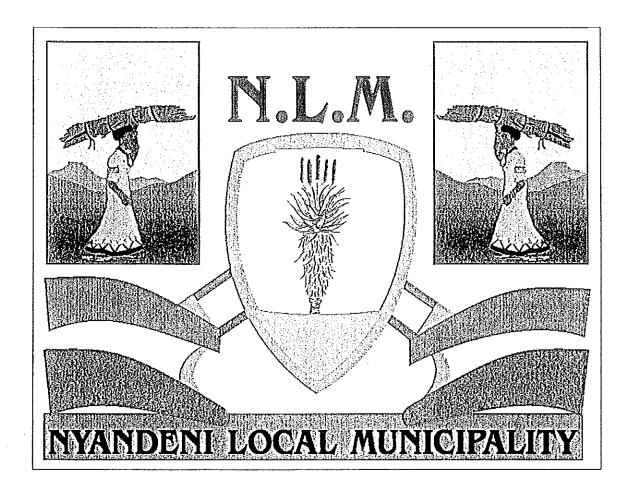
3.4 Tardiness

Employees are considered tardy when he/she fails to report to the assigned work area at the scheduled time. This includes returning from breaks and lunch breaks. Departments defines punctuality standards for their operations and are responsible for communicating them to employees. Employees who expect to be late are to notify the supervisor or his/her assignee according to Department prescribed procedures. Employees may not extend a normal workday to make up for being tardy without supervisors approval.

4. ATTENDANCE REGISTER

Each department and/or workplace is issued with an attendance register. Employees must use attendance register to document work time and breaks from work including shifts and overtime. Absences (including leave), late arrivals and early departures are accounted for on employees attendance register. Failure to fill in the attendance register to record reporting and departure times may be grounds for instituting disciplinary procedures up to and including dismissal. Supervisors are to endorse attendance registers on a daily basis and HR Department will do reconciliations with the leave system monthly.

BEREAVEMENT POLICY



APPROVED BY:

N. NOMANDELA ACTING MUNICIPAL MANAGER

DATE: 20 JUNE 2012

APPROVED BY:

CELR T. SOKHANYILÉ

MAYOR

DATE: 20 JUNE 2012

BEREAVEMENT

1. DEFINITIONS

'Bereavement - means the loss on an employee/Cllr and immediate family member.

'Committee - means the Bereavement Committee established in terms of clause 4

"Employee (include Clirs)- refers to a member of staff including interns, learners and other contract workers within the Municipality who pay condolences in the event of another member's death.

Immediate family member -means the spouse(s) or life partners, children and biological parents of an employee.(respective names to be noted/recorded in the Assumption of Duty form)

2. PURPOSE

This policy provides the processes and provisions that must be done to all employees within the Nyandeni Local Municipality (NLM). To promote a healthy working environment

3. SCOPE OF APPLICABILITY

This policy is applicable to all employees within the Municipality

MEMBERS INTERESTS

To handle bereavement related to Clirs

4. ESTABLISHMENT OF THE BEREAVEMENT COMMITTEE FOR OFFICIALS

- 4.1 The Head of Municipality must establish a Bereavement Committee.
- 4.2 The Bereavement Committee will elect chairperson of the bereavement committee.
- 4.3 The Committee shall consist of the Employee Health and Wellness (EHW) practitioner, Labour and members drawn from all departments.
- 4.4 The Head of Municipality shall have powers to replace a resigned member of the committee.
- 4.5 Member(s) who fails to attend three consecutive meeting shall be replaced.
- 4.6 EHW practitioner shall provide secretariat services to the committee.

5. FUNCTIONS OF THE COMMITTEE

The functions of the Committee are:

- 5.1 To pay a home visit to the immediate family of the deceased, staff member within 48 hours of the receipt of the notification of death.
- 5.2 Together with Corporate Services Department, the committee shall liaise with the family in claiming all benefits to be paid to the family (if applicable).

- 5.3 To arrange the venue for the memorial service in the event of the deceased being an employee.
- 5.4 To keep the staff informed about the latest developments.
- 5.5 To inform the staff about the transport arrangements of the memorial services and to the funeral.
- 5.6 To collect contributions from the staff members
- 5.7 To attend or send a representative to attend the funeral of an employee.

6. NOTIFICATION OF DEATH

- 6.1 In the event of death of the employee, the bereaved family must inform the employee's directorate as soon as possible.
- 6.2 The affected Directorate must then inform the Municipal Manager in writing and carbon copy the Head of Department Corporate Services about the death.
- 6.3 Corporate Services to issue a Notice to staff members detailing funeral arrangements

7. TRANSPORTATION

- 7.1 The bereavement committee shall notify the officials of the date/time memorial services and funeral services.
- 7.2 The use of Municipality vehicle to attend funerals should be used economically.
- 7.3 The Municipality should avail transport for employees to attend family visit, funerals and memorial services (including family members) in case of employee's death.
- 7.4 Staff members with travelling allowance shall be allowed to use their vehicles to attend the memorial and funeral service as an official trip.
- 7.5 All sectional head should monitor the attendance of the official to the memorial service and funeral and such trip should be regard as official.

8. PROCEDURE FOR AMENDEMENT OF THE POLICY.

- 8.1 The amendment of this policy shall be done in accordance with the changing legal frameworks and shall be subjected to approval by the Municipal Manager.
- The Municipal Manager has the discretion to deviate from this policy at his/her discretion.

9. DISSOLUTION OF THE COMMITTEE

The Bereavement committee will be dissolved and the new one will be established if the committee fails to function in accordance with the letter and spirit of this policy .

10. MONITORING, EVALUATION AND REPORTING.

The Municipality through its delegation structures shall monitor and evaluate effectiveness of the implementation and the EHW practitioner will report the activities of the committee in his/her reports.