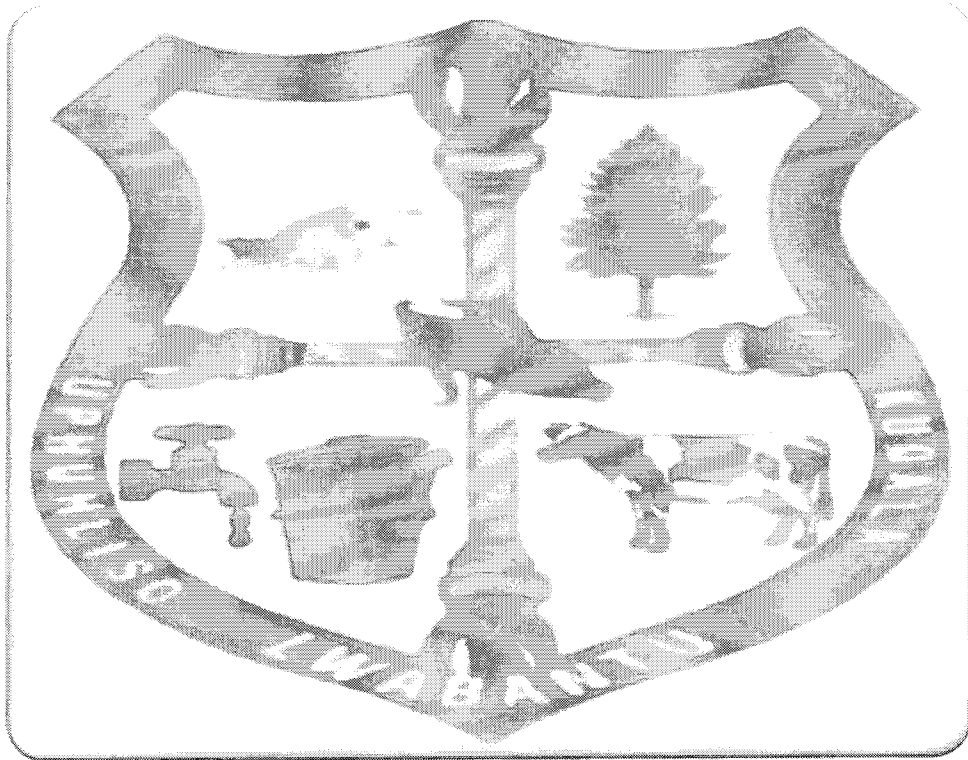


# INGQUZA HILL LOCAL MUNICIPALITY TASK JOB EVALUATION POLICY



**TASK JOB EVALUATION POLICY  
INGQUZA HILL LOCAL MUNICIPALITY**

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## 1. PREAMBLE

- 1.1. The TASK Job Evaluation is the recognized system within the Local Government Sector as approved by the National Executive Committee (NEC) of the South African Local Government Association (SALGA). This is to enhance standardization and uniformity of the processes such as salary/ wage bargaining, organizational development, sector skills plan, employment equity and the continuous education and development of employees in the Local Government Sector.
- 1.2. This policy must be read in the context of the TASK Job Evaluation System within the Local Government Sector.
- 1.3. In compliance with the provisions of the Municipal Systems Act 32 of 2000, which specifies in terms of Section 66 as amended that:  
“A municipal manager, within a policy framework determined by the municipal council and subject to any applicable legislation, must
  - a) *Develop a staff establishment for the municipality and submit the staff establishment to the Municipal Council for approval;*
  - b) *Provide a job description for each post on the staff establishment;*
  - c) *Attach to those posts the remuneration and other conditions of service as may be determined in accordance with any applicable labour legislation,*
  - d) *Establish a process or mechanism to regularly evaluate the staff establishment and, if necessary, review the staff establishment and the remuneration and conditions of service.”*
  - e) *No person may be employed in the municipality unless the post to which he/she is appointed is provided for in the staff establishment of the municipality.*
  - f) *A decision to employ a person in the municipality and any contract concluded between the municipality and that person as a consequence of a*

*decision is null and void if the appointment was made in contravention of subsection “e”.*

*g) Any person who takes a decision contemplated in subsection “f” knowing that the decision is a contravention of subsection “e”, may be held personally liable for any irregular or fruitless and wasteful expenditure that the municipality may incur as a result of an invalid decision.*

## **2. DEFINITION OF CONCEPTS AND ABBREVIATIONS**

- 2.1. 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.
- 2.2. **“Job Description”** shall mean the content of duties, responsibilities and inherent essential requirements of a job as approved in the staff establishment.
- 2.3. **“IHLM”** shall mean Ingquza Hill Local Municipality.
- 2.4. **“TASK”** shall mean the “Tuned Assessment of Skills and Knowledge”.
- 2.5. **“TASK System”** shall mean the TASK Job Evaluation System in terms of its definitions, terminology, rules, and application.
- 2.6. **“Factors”** shall mean the four TASK factors of Complexity, Knowledge, Influence and Pressure.
- 2.7. **“PAC”** shall mean the Provincial Audit Committee established by SALGA.
- 2.8. **“SALGBC”** shall mean the South African Local Government Bargaining Council.
- 2.9. **“Review”** shall mean an application by an employee or a group of employees that are aggrieved with the

- Final Outcome of a Job grade.
- 2.10. **“Auditing”** shall mean a technical exercise in verifying that the TASK System is consistently applied in terms of its own rules and any other rules on implementation.

### **3. SCOPE OF APPLICATION**

- 3.1. The terms of this policy, implementation procedure, and guidelines shall be applicable to all employees of the IHLM except;
- 3.2. The Municipal Manager and Managers directly accountable to the Municipal Manager in terms of section 56 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000 as amended).

### **4. APPLICABLE LEGISLATIVE/ STATUTORY REQUIREMENT**

- 4.1. The Constitution of the Republic of South Africa Act 108 of 1996;
- 4.2. Municipal Systems Act 32 of 2000;
- 4.3. Municipal Structures Act 117 of 1998;
- 4.4. Basic Conditions of Employment Act 75 of 1997;
- 4.5. Employment Equity Act 55 of 1998;
- 4.6. Labour Relations Act 66 of 1995;
- 4.7. Municipal Finance Management Act 56 of 2003;
- 4.8. Agreement on categorization of salaries and wages increments and
- 4.9. TASK Job Evaluation Guidelines for Municipalities: 2012.

### **5. PURPOSE**

- 5.1. To implement the TASK Job Evaluation System within Ingquza Hill Local Municipality in order to achieve uniform norms and standards in the description of similar jobs and grading by applying a scientific approach in determining the relative value of a job or group of jobs.

- 5.2. To ensure that a single independent, reliable, and transparent job evaluation system is implemented.
- 5.3. To provide for the administrative structures and procedures in order to facilitate the process of job evaluation.
- 5.4. To eliminate salary discrepancies in the municipality.
- 5.5. To monitor adequate implementation of the TASK Job Evaluation System within IHLM in order to achieve uniform remuneration with other similar in size or categories of municipalities.
- 5.6. To establish a Job Evaluation Committee representatives/members in the IHLM that will be responsible for all the matters that are associated with the process of job evaluation and grading at the District Job Evaluation Committee.

## **6. KEY PRINCIPLES**

- 6.1. The wage curve that shall be applicable and utilized shall be the same as that of SALGBC/SALGA as published in 2010 for all categories of municipality. In the case of IHLM, a category 2 wage curve shall apply taking into consideration the annual adjustment of salaries or increases.
- 6.2. The determination of all job descriptions of employees in IHLM shall be the responsibility of the Municipal Manager.
- 6.3. No job or group of jobs at IHLM shall be advertised or filled without having been subjected to appropriate job evaluation process in terms of this policy.
- 6.4. All job descriptions shall be compiled in line with the prescribed TASK JE system format, its rules and principles.
- 6.5. All jobs that have changed substantially in duties and responsibilities, shall undergo a re-evaluation in terms of the guidelines and procedures of this policy.
- 6.6. All jobs shall be evaluated at least every three (3) years to ascertain that changes or no changes have been effected in the job description.

## **7. ROLE AND RESPONSIBILITIES OF THE MUNICIPAL MANAGER**

- 7.1. The Municipal Manager is responsible for overseeing the implementation of the TASK Job Evaluation System in IHLM.
- 7.2. The Municipal Manager must ensure that the Director of Corporate Services takes full responsibility for supporting and facilitating the job evaluation implementation and maintenance process.
- 7.3. The Municipal Manager shall ensure that there is sufficient staff and resources are allocated to support this process.
- 7.4. The Municipal Manager in terms of Section 66 of the Municipal Systems Act is required to ensure that all employees have a job description for each post in the staff establishment.
- 7.5. The Municipal Manager must ensure that each Director, Manager and Supervisor of the various departments within IHLM keeps custody of the copies of job descriptions for all posts under their supervision.
- 7.6. The Municipal Manager shall incorporate the process of job evaluation responsibilities in the performance contract of each and every Director and Manager of IHLM.
- 7.7. The Municipal Manager must ensure that all staff are informed on how the TASK Job Evaluation System works as required in terms of Section 67 of the Municipal Systems Act.

## **8. JOB EVALUATION COMMITTEE:**

### **8.1. ESTABLISHMENT AND COMPOSITION**

- 8.1.1. The Municipal Manager shall establish and approve representatives that may serve/ represent the IHLM on the District JE Committee that shall take the

full responsibility of facilitating the job evaluation process on a continuous basis.

8.1.2. The District Job Evaluation Committee representatives shall conduct the evaluation of all jobs for the IHLM.

8.1.3. The IHLM Job Evaluation Committee shall consists of the following members/ representatives:

(a) Director: Corporate Services;

(b) Manager: Human Resources;

(c) One (1) representative from Budget and Treasury;

(d) One (1) representative from Planning and Development;

(e) One (1) representative from Community Services;

(f) One (1) representative from Technical Services;

(g) One (1) representative from the Municipal Managers Office;

(h) One (1) SAMWU, and one (1) IMATU representative; and

(i) Organisational Development Section.

8.1.4. The above-mentioned members/representatives of the JE committee shall serve on the panel for a period of at least two (2) years.

## **8.2. ROLE AND RESPONSIBILITIES**

8.2.1. The District Job Evaluation Committee shall convene on an ad-hoc basis depending on the evaluations due for consideration.

8.2.2. Members of the committee shall maintain confidentiality on all scores and grading outcome prior to formal notification in order to avoid the manner that may prejudice effective implementation.

8.2.3. Members of the committee shall enjoy equal standing in the sanctioning of the job evaluation results.

8.2.4. Conduct job evaluation tasks with due regard to the integrity of TASK Job Evaluation System, its accepted rules, definitions; terminology; and applications.

- 8.2.5. Members of the committee shall seek in so far as is reasonable possible to reach a consensus on evaluations.

### **8.3. MEETING RULES**

- 8.3.1. The Chairperson of the District Job Evaluation Committee shall perform normal duties of a meeting proceeding.
- 8.3.2. A quorum shall consist of 50% plus one member.
- 8.3.3. Full job evaluation documentation must be furnished to the District Job Evaluation Committee representatives five (5) working days prior to the date of the meeting to ensure sufficient time to prepare.
- 8.3.4. The agenda should be prepared well in advance for every meeting of the committee.
- 8.3.5. Proceeding of all meetings must be minuted.
- 8.3.6. The Chairperson of the District Job Evaluation Committee shall sign off the results of the job evaluation/ graded posts to the PAC for auditing.

### **8.4. COST IMPLICATIONS**

- 8.4.1. The IHLM shall bear all the costs associated with the training of the IHLM representatives serving on the district committee, line management and training of job description writers.
- 8.4.2. The IHLM shall bear the costs associated with the agreed upon proportional payment associated with the functioning of the District JE committee in evaluating/ operations as a member of the OR Tambo District Municipality and the cost of auditing.

## **9. AUDITING OF RESULTS**

- 9.1. The District JE Committee shall submit the evaluated posts/ provisional outcome results to the PAC for auditing.

- 9.2. The audited report/ results by the PAC shall be submitted to the DJEC.
- 9.3. The DJEC shall forward the final outcome results to the IHLM Municipal Manager for approval and implementation.

## **10. TASK JOB EVALUATION SYSTEM IMPLEMENTATION REQUIREMENT**

- 10.1. An approved staff establishment recording all the post of all jobs must be submitted with the jobs that are to undergo evaluation.
- 10.2. The job analysis questionnaire and job description must be compiled in line with the TASK format.
- 10.3. The relevant immediate superior, as well as the incumbent of the job, Director and union representatives shall be required to sign-off the job description prior the evaluation process.
- 10.4. Paragraph 10.1, 10.2 and 13.3 at a minimum must be complied with to evaluate the job using the TASK JE software and accordingly determine a TASK grade of a job/group of jobs in the municipality.
- 10.5. The TASK Job Evaluation System implementation guidelines shall be strictly adhered to by the DJEC committee to ensure consistency, transparency and adequate implementation.

## **11. JOB EVALUATION PROCESS/ PROCEDURE**

- 11.1. The relevant department Director/Manager in compliance with this policy shall submit a memorandum stating all jobs that will undergo evaluation to the Director of Corporate Services.
- 11.2. Jobs that have been evaluated in the past that have undergone changes substantially, a job incumbent/ relevant manager may make an application through the relevant Director to have the job re-evaluated, provided that such functions have been performed more than six (6) months and are deemed to be of a permanent in nature.

- 11.3. Any request and motivation for re-evaluation of a job/s should be forwarded to the DJEC to determine whether the content have changed substantially.
- 11.4. The job evaluation process shall be performed on a continuous basis by the committee. For all newly created post in the staff establishment must have a job description and undergo the process of evaluation.
- 11.5. Where applicable the committee shall collect relevant facts from both the incumbent of the job as well as the relevant manager/ immediate superior to ensure adequate information is available and considered for the grading of the job.
- 11.6. The evaluation process shall be conducted electronically with the job evaluation committee members making analysis in determining the skills level of the post, scoring the four (4) factors and sub-factors relating to Complexity, Knowledge, Influence, and Pressure.
- 11.7. The Chairperson of the DJEC shall sign-off the provisional outcome results of the evaluated posts or jobs to the PAC for Auditing.
- 11.8. The audited results by the PAC shall be submitted to the DJEC.
- 11.9. The DJEC shall present/submit the final outcome results to the Municipal Manager for approval and implementation.

## **12. MANAGEMENT REVIEWS OF GRADING OUTCOME**

- 12.1. The grounds for review must be fully motivated and can only be based on the factors of the TASK Job Evaluation System.
- 12.2. Incumbents/ Manager/ Director that are dissatisfied with the outcome of a final job grade may request a review of the grading outcome to the Director of Corporate Services.
- 12.3. Requests for review should be lodged within one (1) month after being informed of the final job grade.
- 12.4. The request for review shall be referred to the PAC.
- 12.5. The PAC shall consider the review within two (2) months of the request.

12.6. The review outcome of the grading by the PAC shall be final and binding.

### **13. ADMINISTRATIVE ARRANGEMENTS/ IMPLEMENTATION OF THE JOB EVALUATION RESULTS**

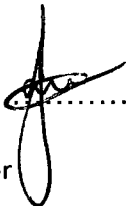
The following conditions shall be applicable when placing employees on the evaluated TASK grade and salary scale:

- 13.1. Employees will be advised in a letter that will state the evaluated job grade of the post and such a letter will be placed in the personnel file.
- 13.2. Employees will be placed on the salary notch on the new pay scale for the applicable/evaluated TASK grade which is the closest higher salary notch to their existing salary notch.
- 13.3. Employees whose current salary notch is lower than the minimum of the applicable/evaluated TASK grade scale will be placed on the minimum of the applicable new TASK salary scale.
- 13.4. Employees whose existing basic salary is higher than the evaluated TASK maximum grade will retain their existing basic salary scale on a personal to holder basis. The annual cost of living adjustments/ increases shall be applicable for these employees as negotiated at the SALGBC.
- 13.5. An employee who successfully applies for a promotion to a post with a new maximum TASK grade which is lower than his existing basic salary will retain his salary.
- 13.6. The implementation date for the new TASK JE outcome will be the 1<sup>st</sup> of each month following the month when the final approval is completed.

### **14. POLICY REVIEW**

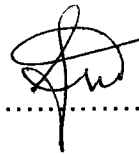
All the municipality policies are required by relevant legislation to be reviewed annually. This policy may also be reviewed annually where a need or opportunity has been identified and subjected to consultation with all stakeholders in IHLM thereafter adoption by Council.

Task Job Evaluation Policy Approved:



.....  
The Mayor

Date.....



.....  
Municipal Manager

Date.....