



Waterberg
District Municipality

on the Go for Growth

WATERBERG DISTRICT MUNICIPALITY

OPERATIONAL ALLOWANCE POLICY

OPERATIONAL ALLOWANCES POLICY

1. PREAMBLE

Waterberg District Municipality has a responsibility to make sure that services designated as emergency e.g (Fire fighting and Disaster Management etc) are operating 24hours a day without any interruptions. Management should be at the forefront in the support of the essential/emergency services as these employees are operating abnormal working hours and they make themselves readily available as and when they are required to work long hours and night shifts.

2. OBJECTIVES

- 2.1. To establish common and uniform operational allowance for all emergency personnel who will be working shift system and standbys;
- 2.2. To comply with relevant legislations and collective agreements as and when amended at the bargaining council (SALGBC) that governs all operational allowances.
- 2.3. To ensure all policies relating to matters covered by this policy are replaced by the policy herein.

3. SCOPE OF APPLICATION

- 3.1. This policy applies to all Operational Personnel (Staff) and those staff members the Municipal Manager shall on exceptional cases designate on an ad-hoc basis.
- 3.2. All Operational Personnel (Staff) who are working on shift system, i.e. from post level 11 to 03, until such time the service is capacitated.

4. DEFINATIONS

All expressions used in this policy which are defined in the Labour Relations Act, 1995, or relevant act shall bear the same meaning as in the Act.

Deductions	: means income tax, pension, medical fund, etc.
Earnings	: means gross pay before deductions.
Emergency Personnel	: shall be Fire, Police, Traffic Officers and Ambulance staff
Overtime	: means the time that an employee works during a day of a week in excess of the ordinary hours of work.

Remuneration	: any payment in money or in kind made to a person in return for that person working for another.
Wage	: Means the amount of money paid or payable to an employee in respect of ordinary hours of work.
Policy	: means operational allowance policy.
Month	: means calendar month.
Ordinary hours of work	: means the hours of work permitted in terms of BCEA.
Essential service	: means services, by whomsoever rendered, and whether rendered to the Government or to any other person, the interruption of which would endanger the life, health or personal safety of the whole or part of the population;"
Operational Personnel	:

5. PAYMENT OF FIXED ALLOWANCE

5.1 The (WDM) Employer Employee agreement is R3 000.00 per month.

5.2 The fixed monthly allowance will be paid in considerate of the following:

- 5.3.1. Payment for the scheduled overtime(hours exceeding the agreed upon 45hours work week) worked by operational personnel as part of the 24hours 3-shift system(more than 56-hour work week)
- 5.3.2. Payment for the allowance payable to operational personnel for work performed as night shift as prescribed by the Basic Conditions of Employment Act (BCEA).
- 5.3.3. Payment for any possible allowance payable to operational personnel for work performed during meal intervals (meal allowance) as prescribed by the Basic Conditions of Employment Act (BCEA).

5.3 The operational allowance does not cover the following aspects, therefore must be paid in terms BCEA and valid Collective Agreement:

- 5.4.1. Payment for unscheduled overtime, i.e. overtime not included in the 24hours 3-shift system currently being worked by the concerned officials.
- 5.4.2. Payment for work performed on Public Holiday and Sunday as prescribed by the Basic Conditions of Employment Act (BCEA).
- 5.4.3. Payment for Emergency work.

5.4 The allocated Operational Allowance of R3 000.00 per month will increase annually with municipal general increment on the salary increase date.

6. EMERGENCY WORK

6.1. In case of emergencies owing to circumstances for which an employer could not normally have made provision, the employer may require employees to perform emergency work outside his/her normal working hours and remuneration for such emergency work shall, irrespective of the limitation of the overtime threshold as determined by the Minister valid at that time, be paid as provided for in the Basic Conditions of Employment Act.

7. VALIDITY OF FIXED (OPERATIONAL) ALLOWANCE

6.1. The fixed allowance shall be terminated as and when the service is fully capacitated.

7. TERMINATION OF FIXED (OPERATIONAL) ALLOWANCE

The fixed allowance will be terminated under the following circumstances:

- 7.1. Where an employee who is entitled to the fixed allowance, is absent from operational duty for a period of **four (04)** months or longer, the fixed allowance will be terminated for the period of absence exceeding the three months period.
- 7.2. The provision in 7.1 is not applicable to employees who are absent from duty due to:
 - 7.2.1. An injury sustained on duty (IOD) and these employees will receive the fixed allowance for the full duration of their absence from duty. Should the Compensation Commissioner reject an Injury on Duty (IOD)-claim as a valid claim, the fixed allowance paid to the employee for more than four (04) months period will be once off deducted from that employee's salary over the same period as it was so paid over to him or her, and
 - 7.2.2. Attendance to the training and/or educational course/seminar (for more than four (04) consecutive months), officially recognized and approved by the Waterberg District Municipality.
- 7.3. An employee, who is entitled to the fixed allowance and who is found to be permanently unfit for operational duty (medically or otherwise) will forfeit his or her fixed allowance four (04) months after he or she last performed operational duty.

8. PERFORMANCE OF DUTIES BETWEEN 23:00 and 06:00

- 8.1. Should the WDM wish to schedule any duties, other than operational duties (i.e. operational and emergency call-out, e.g. the restoration of equipment on the vehicles for the next call-out), for the hours between 23:00 and 06:00 such duties will be arranged on a work/training roster and consulted with Labour Movements, where after it will be communicated to all operational personnel a week in advance of the commencement of the envisaged duties.

8.2. The duties envisaged in 8.1 must:

- Not be employed as a punitive measures against employees/officials;
- Be reasonable in relation to the volume of operational and emergency duties/call-outs performed by the different stations and/or services.

Signed at Medunmole on 08/12 2015


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MS MABOTJA
MUNICIPAL MANAGER

Resolution: A 304/2015