

MORETELE LOCAL MUNICIPALITY



OPERATIONAL SPECIFIC ALLOWANCES POLICY

Date of Council Adoption	23 MAY 2025
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1. PREAMBLE

Moretele Local Municipality has a responsibility to make sure that services designated as emergency and critical e.g (Disaster Management, water leaks, provision, and road maintenance as well as transportation etc.) are operating without any interruptions.

However, the Municipality also need to ensure that the need to attend to those service delivery aspects do not affect the size of the structure and ultimately the process of addressing the inadequate personnel, therefore the Municipality is required to utilize the existing personnel to continue the operations of the Municipality, thereby, forcing the personnel to be working beyond their normal hours. Management should be at the forefront in the support of the critical 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 at times during/throughout the night.

2. OBJECTIVES

2.1 To establish common and uniform operational allowance for personnel who due to high demand and inadequate personnel of the Municipality will be working long hours, extended hours, over the weekends and holidays and even during the nights to attend to disasters, emergencies, high demand of specific services and spontaneous need for transportation, their ability to take their annual leave is also impeded by operational requirements, not withstanding the fact, encashment of leave is discouraged as it has the potential to be abused.

3. SCOPE OF APPLICATION

- 3.1. This policy applies to only Personnel (Staff) and those staff members the Municipal Manager shall from time to time due to operational requirements expect them to avail themselves to render those critical functions as well as those designated on an ad-hoc basis through acting appointments.
- 3.2. Personnel (Staff) who are working in units that are responsible to perform certain functions during the time outside their ordinary working hours subject to the approval by the Municipal Manager and Directors ie. until such time the service is capacitated.
- 3.3 The scope of application is limited to Personnel as authorised by the Directors and approved by the Municipal Manager after determining the need to avail such personnel on the ad-hoc basis to perform required functions/tasks

4. DEFINITIONS

All expressions used in this policy which are defined in the Labour Relations Act, 1995, or relevant act shall

Deductions	: means income tax, pension, medical aid fund etc.
Earnings	: means gross pay before deductions
Critical Personnel	: shall be Semi-Skilled Labourers, All Personnel at Disaster Unit, All Messenger/Drivers, and Mayoral Drivers/Protectors
Overtime	: means the time that an employee works more than the ordinary hours of work

Remuneration	: any payment in money or kind made to a person in return for that person working for another person
Wage	: means the amount of money paid or payable to an employee in respect of ordinary hours of work
Policy	: means the Operational Allowance Policy
Month	: means the calendar month
Ordinary Hours of Work	: means the hours of work permitted in terms of Basic Conditions of Employment Act
Critical Service	: means the service by whomsoever rendered, and whether rendered to the Municipality or to any person, the interruption of inability to render, would endanger

5. PAYMENT OF FIXED ALLOWANCE

5.1 Moretele Local Municipality will pay all the personnel as classified as Critical shall receive a fixed amount of R2200.00 per month irrespective of whether an employee takes annual leave or not

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

- Operational Allowance Policy does not repeal other allowances as prescribed by Basic Conditions of Employment Act and applicable Collective Agreements as amended at the Bargaining Council (SALGBC) e.g Danger Allowance, Standby Allowance etc.
- The allocated Operational Allowance of R2200.00 per month will increase annually with municipal general increment on the salary increase date.

6. VALIDITY OF FIXED OPERATIONAL ALLOWANCE

6.1 The Operational Allowance shall be terminated as and when the service is fully capacitated

6.2 The Line Managers such lodge an application to the relevant Directors to avail the required functions, stating clearly the underlying reasons/factors and the specified period, the Directors will then recommend to the Municipal Managers for approval of those personnel

7. TERMINATION OF OPERATIONAL ALLOWANCE

The Operational Allowance will be terminated under the following circumstances:

7.1 Where an employee who is a recipient of the Operational Allowance is absent from operational duty for a period of four (04) months or longer, an operational allowance will be terminated for the period exceeding three months period.

7.2 The provision of 7.1 is not applicable to employees who are absent from duty due to:

7.2.1 An injury sustained on duty (Injury On Duty) and these employees will receive the allowance for the full duration of their absence from duty. Should the Compensation Commissioner reject an Injury On Duty claim as a valid claim, that allowance paid to the employee for more than three (03) months period will be once off deducted from that employee's salary over the same period as it was so paid to the employee.

7.2.2 Attendance to the training and/or educational course/seminar (for more than three **(03)** consecutive months) officially recognized and approved by Moretele Local Municipality

7.3 An employee who is entitled to the allowance and is found to be permanently unfit for operational duty (medically or otherwise) will forfeit his or her allowance three **(03)** after he or she last performed operational duties

8. PERFORMANCE OF DUTIES BETWEEN 23H00 AND 06H00

8.1 Should there be any operational requirements of certain duties to be performed (e.g emergencies, disasters, major water pipe bursts, transportation of personnel (councilors and officials) and/or community members) for hours between 23H00 and 06H00, the personnel referred herein will be expected to avail themselves with no other extra compensation, unless specified so in either the Basic Conditions of Employment and/or South African Bargaining Council Collective Agreement amended for the specified period.

8.2 The expectations envisaged in 8.1 above must

- Not be employed as punitive measures against employees/officials;
- Be reasonable in relation to the volume of operational and emergency duties/call-outs performed by designated personnel

Dispute Resolution

This shall be dealt with in terms of the relevant provision of the SALGA Bargaining Council Agreements

ANNEXURE 1

Operational Specific Allowance Request Form

