



NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU

Private Bag X5521, NQUTHU, 3135
Tel: +27(0) 34 271 6100, Fax: +27(0) 34 271 6111

JOB EVALUATION POLICY

Policy Adoption Date: 13 DECEMBER 2018

Resolution Number: C/05/12/19

Authorised Signature:

A handwritten signature in black ink, appearing to be a stylized 'G' or similar character, is written over the 'Authorised Signature' line.

Table of Contents

1. DEFINITIONS	3
2. LEGISLATIVE FRAMEWORK	3
3. OBJECTIVES.....	3
4. APPLICABILITY.....	4
5. PRINCIPLES	4
6. ROLE AND RESPONSIBILITY OF THE MUNICIPAL MANAGER	4
7. JOB EVALUATION UNITS	5
7.1 ESTABLISHMENT AND COMPOSITION.....	5
7.2 TRADE UNION REPRESENTATION.....	5
7.3 TRAINING OF JOB EVALUATION UNIT MEMBERS	6
7.4 JE UNIT ROLES AND RESPONSIBILITIES	6
8. PROVINCIAL AUDIT COMMITTEE (PAC).....	6
8.1 COMPOSITION.....	6
9. TASK IMPLEMENTATION REQUIREMENTS.....	7
10. JOB EVALUATION PROCESS.....	7
11. TASK REVIEW PROCESS.....	8
12. CONFIDENTIALITY.....	9
13. ROLE OF PROVINCIAL STRUCTURES OF SALGA	9
14. ADMINISTRATIVE ARRANGEMENTS.....	9
15. DISPUTES RESOLUTION.....	10

1. DEFINITIONS

- **Audit Committee** shall mean the committee established by SALGA and represented by the municipality in the province to audit posts evaluate the Job Evaluation Unit and also to deal with appeals.
- **Review:** shall mean an application by employer to SALGA Provincial Audit Committee after receipt of the Provisional Audit Report on job description as submitted.
- **Skills Levels** shall mean the Basic Discretionary Specialised and Strategic levels as per the T.A.S.K. Job Evaluation System.
- **T.A.S.K. Job Evaluation System** shall mean the T.A.S.K Job Evaluation System in terms of its rules, application, definition and terminology.
- **T.A.S.K.** shall mean Tuned Assessment of Skill and Knowledge.

2. LEGISLATIVE FRAMEWORK

This policy is established within the framework of the following legislation and regulations:

- Basic Condition of Employment Act 75 of 1997
- Labour Relation Act, 66 of 1995 as amended
- Municipal Systems Act 32 of 2000 as amended
- T.A.S.K. Job Evaluation Guideline for Municipalities 2012
- Collective Agreements

3. OBJECTIVES

- 3.1. To implement the TASK Job Evaluation system within the local government sector to achieve uniform norms and standards in the description of similar jobs and their grading across the municipal sector.
- 3.2. To provide for the necessary structures, institutional arrangements and procedures for the evaluation of jobs in municipalities.
- 3.3. To ensure that a single job evaluation system is implemented to avoid remuneration disparities for similar categories of municipalities within the Local Government Sector.

4. APPLICABILITY

The terms of this policy are applicable to employees of the municipality excluding municipality managers and managers directly accountable to municipality managers in terms of section 56 of the Local Government: Municipal Systems Act 2000 (Act of 2000 as amended).

5. PRINCIPLES

- 5.1. The wage curves for the different categories of municipalities applicable at that time (SALGBC/SALGA) shall be utilized to determine the salaries of TASK grades jobs.
- 5.2. A Job Evaluation exercise must ensure jobs done at similar level have a similar salary range so that disparities or inequalities in the payment of salaries are minimized with consideration of Council approved organisational structure.
- 5.3. Any post which undergoes a permanent substantial change in job content shall be re-evaluated.
- 5.4. No post in the local government sector shall be filled without having been subjected to the TASK Job Evaluation process.
- 5.5. The job descriptions for all posts shall be the responsibility of the Municipal Manager.
- 5.6. The compilation of job descriptions shall be in the prescribed TASK format.

6. ROLE AND RESPONSIBILITY OF THE MUNICIPAL MANAGER

- 6.1. The Municipal Manager or his /her nominee accept overall responsibility for implementation and monitoring of the policy.
- 6.2. The Municipal Manager is responsible for ensuring the implementation of the TASK Job Evaluation System in the Municipality.
- 6.3. The Municipal Manager must ensure that the designated Job Evaluation Manager takes full responsibility for supporting and directing the job evaluation implementation and maintenance process.
- 6.4. The Municipal Manager shall ensure that sufficient and resources are allocated to support the process.

- 6.5. The Municipal Manager shall in terms of Section 66 of the Local Government: Municipality Systems Act, 2000 (ACT 32 OF 2000 as amended) ensure that there is a job description for each post on the staff establishment of the municipality.
- 6.6. Ensure that the municipality keeps copies of job description for all posts.
- 6.7. The Municipal Manager shall incorporate the responsibility for the compilation of the job description in the performance contract of every Manager.
- 6.8. The Municipal Manager shall ensure that all staff are informed of the objectives of the TASK JE System as required in terms of Section 67 of the Local Government: Municipal Systems Act 2000 (Act No 32 of 2000 as amended).
- 6.9. The Municipal Managers for the cluster of municipalities who are responsible for job evaluation at district level shall appoint appropriate person(s) to serve on the Job Evaluation Unit.
- 6.10. Municipal Managers shall ensure that Job Evaluation Units at district level are established and functional.

7. JOB EVALUATION UNITS

7.1 Establishment and composition

- 7.1.1 Job Evaluation may be established at a "District" level as agreed provincially by municipalities and due to capacity challenges.
- 7.1.2 The Job Evaluation Unit established at a District level shall comprise of members from the relevant local municipalities.
- 7.1.3 The composition of the JE Unit shall at least consist of the following:
 - a) Head of JE Unit (or his/her nominee)
 - b) Administrative/ secretarial support
 - c) At least two (2) additional members to undertake the grading of jobs and/ or
 - d) Representatives from local municipalities (in the cases of JE Unit which operates at district level)

7.2 Trade Union Representation

- 7.2.1 One Trade Union representative from each of the recognized trade unions may participate as observers in the Job Evaluation Unit.

7.3 Training of Job Evaluation Unit Members

- 7.3.1 All nominees for membership shall undergo TASK Job Evaluation System training.

7.4 JE Unit Roles and Responsibilities

- 7.4.1 The JE Unit shall conduct the evaluation of all jobs within the municipalities falling under its jurisdiction and present the outcomes for auditing by Provincial Audit Committee (PAC).
- 7.4.2 The responsibility of a JE Unit is both administrative (planning, prioritizing grading programs, quality control, receiving checking and filing job description etc) and the grading of jobs prior to submissions to the Provincial Audit Committee (PAC).
- 7.4.3 For purpose of grading, a quorum shall consist of at least 50% plus 1 member of the JE Unit.
- 7.4.4 The JE Unit may invite both incumbent of the job, as well as his/ her manager and the Head Department's input to confirm if the full particulars of the job were considered.

8. PROVINCIAL AUDIT COMMITTEE (PAC)

8.1 Composition

- 8.1.1 The provincial structures of SALGA shall establish a Provincial Audit Committee to audit the outcomes of the JE results from the JE Unit(s).
- 8.1.2 The PAC shall consist out of at least four (4) members who are trained and experienced in the TASK Job Evaluation System.
- 8.1.3 A quorum shall consist of at least 50% plus 1 of members of the Provincial Audit Committee (PAC).
- 8.1.4 Secretarial/administrative service will be provided by the provincial of office of SALGA.
- 8.1.5 Members of the PAC shall serve on the panel for at least one year.
- 8.1.6 One Trade Union representative from each of the recognized trade unions may participate as observers in the TASK Job Evaluation Auditing Process.
- 8.1.7 The PAC shall convene on an ad hoc basis depending on the outcomes to be audited.

9. TASK IMPLEMENTATION REQUIREMENTS

- 9.1. The critical elements required to implement the TASK Job Evaluation in a municipality are as follows:
 - a) An approved staff establishment recording the position of all jobs and their designation;
 - b) Job Description written in the prescribed TASK format;
 - c) That (a) and (b) at minimum have been used to evaluate the job using the TASK Software to determine TASK Grade.
- 9.2. The TASK Job Evaluation Policy shall be strictly adhered to by all concerned to ensure both consistency and adequate implementation.
- 9.3. SALGA shall communicate the list of all evaluated jobs from other municipalities to all Municipal Managers for purposes of assisting JE Units in the grading of jobs.

10. JOB EVALUATION PROCESS

- 10.1 If a job has changed substantially and permanently, a job incumbent or his/her relevant manager may make an application through the departmental head that the job be re-evaluated; provided that such functions were performed for more than 6 months.
- 10.2 The TASK Job Evaluation Process shall be done on a continuous basis by the JE Unit for as long as there are new posts being added to the staff establishment of the municipality.
- 10.3 If required, the JE Unit shall gather the relevant facts from both the incumbent of the job as well as the relevant manager and the Head of Department of the job in question to ensure adequate information is available for the evaluation of the post.
- 10.4 A compilation of a job description should be preceded by a proper job analysis;
- 10.5 The incumbent of the post as well as the relevant manager and the Head of Department shall be required to sign off the job description prior to the JE Unit grading the job on the TASK Job Evaluation System.
- 10.6 In the event of no consensus reached, the Municipal Manager or his/her nominee will determine the content of the job description.

- 10.7 The evaluation takes place by:
 - a) Determination of the skill level of the post;
 - b) The scoring of the factors relating to complexity, knowledge, influence and pressure;
 - c) The scoring of the sub-factors relating to Complexity, Knowledge, Influence and Pressure.
- 10.8 The JE Unit shall then compile a JE Outcome Report for the PAC with appropriate audit trail.
- 10.9 The PAC shall be furnished with all relevant documentation within seven (7) working days prior to the date of the PAC meeting to ensure sufficient time for preparation.
- 10.10 A representative of the JE Unit shall present the results to the PAC.
- 10.11 The Chairperson of the PAC shall sign off the results of the job evaluation process prior to the JE Unit communicating same to the Municipal Manager for implementation on the effective date.

11. TASK REVIEW PROCESS

- 11.1. All employees shall be furnished with the JE outcomes for the position they occupy – Task Grades.
- 11.2. An employee may lodge a review application no later than 30 working days from date of notification of the JE results. The onus shall be on the employee to prove that the Task System was inconsistently applied when the post was graded.
- 11.3. Employees may request the re-evaluation of their position only if:
 - a) The job utilized is not the same as the employee performs or there has been some changes;
 - b) The employee has added responsibilities which are not covered in the job description.
- 11.4. Re-evaluation application shall be referred to the JE Unit to be undertaken and submitted to the PAC for auditing of the provisional grade outcome.
- 11.5. The PAC shall ensure effective bench-marking is done for consistency and uniformity purposes.

12. CONFIDENTIALITY

Members of the JE Unit and the PAC as well as observers shall maintain confidentiality on all scores and grading outcomes prior to formal notification and shall otherwise avoid disclosing information obtained in the process of job evaluation in a manner that may prejudice effective implementation.

13. ROLE OF PROVINCIAL STRUCTURES OF SALGA

- 13.1. Establish a Provincial Audit Committee to deal with auditing of JE Results comprising of JE specialist.
- 13.2. Archiving all jobs evaluated after the implementation of the JE TASK procedure.
- 13.3. Monitoring the implementation and maintenance of the TASK JE System.
- 13.4. With respect to issue of the establishment of standards for the content and quality of job descriptions and uniform national jobs designation, SALGA shall:
 - a) Develop guidelines and criteria for job description writing and collect and promote the use of sample job descriptions reflective of the spectrum of jobs in the local government sector;
 - b) Develop a common framework for the designation and identification of jobs in the local government;
 - c) Identify generic and critical benchmark jobs and encourage the adoption by municipalities of common national jobs description and job designations;
 - d) Analyze stand alone jobs in particular municipalities in the national context and encourage the adoption of more generic national standards in the designation and prescribed of such jobs.

14. ADMINISTRATIVE ARRANGEMENTS

The following shall apply when placing staff on a new TASK grade and salary scale:

- 14.1. Employees will be placed on the salary notch on the new pay scale for applicable TASK grade which is the closing higher salary notch to their existing salary notch.
- 14.2. Employees whose current salary notch is lower than the minimum of the applicable TASK grade scale will be placed on the minimum of the applicable new task salary scale.

- 14.3. Employees whose existing basic salary is lower than the new TASK grade maximum will return to their existing basic salary on a personal holder basis.
- 14.4. In the event of Clause 14.3 above, annual cost of living adjustments as determined by the South African Local Government Bargaining Council will be applied to the salary rate as retained by employee from date of which such an adjustment is applicable.
- 14.5. The implementation date for a new TASK JE outcome will be the 1st of the month following the month when the final authority has approved the new grade.

15. DISPUTES RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum shall be incorporated in the policy.