

PORTFOLIO COMMITTEE :

MANAGEMENT SERVICES

Chairperson :

Cllr R de Coning

Committee Members :

**Ald M Sapepa,
Cllrs M Opperman & N Nqinata**

PORTEFEULJEKOMITEE :

BESTUURSDIENSTE

Voorsitter :

Rdl R de Coning

Komiteelede :

**Rdh M Sapepa,
Rdle M Opperman & N Nqinata**

MANAGEMENT SERVICES PORTFOLIO COMMITTEE

BESTUURSDIENSTE PORTEFEULJEKOMITEE

21 November 2017

I N D E X

ITEM

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APPLICATIONS FOR LEAVE OF ABSENCE

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CHAIRPERSON**

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**AGENDA of the
Portfolio Committee : Management Services
21 November 2017
(Also the agenda for the Mayoral Committee Meeting : 29 November 2017)**

**1.
DRAFT TIME AND ATTENDANCE POLICY**

4/2/B

**L Bucchianeri
9 October 2017**

(028) 3138120

Hermanus Administration

1. Executive Summary

The purpose of this report is to recommend to Council the adoption of the draft Time and Attendance Policy.

The draft Time and Attendance Policy was developed to provide a uniform standard of attendance and punctuality for all employees, which will ensure consistent and effective management of employees' time and attendance at work.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Management Services
Department: Human Resources

3. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance
Provision and maintenance of municipal services

4. Delegated Authority

None

5. Legal Requirements

Basic Conditions of Employment Act, 1997 (Act 75 of 1997) [BCEA]
Overstrand Municipality Delegation of Powers and Duties Policy
South African Local Government Bargaining Council (SALGBC): Main Collective Agreement, 2015
Constitution of the Republic of South Africa, 1996
Labour Relations Act, 1995 (Act no. 66 of 1995)

6. Background/Discussion/Evaluation/Conclusion

Background

Record keeping in the workplace is a legislative requirement in terms of the BCEA. Section 31(1)(b) of the BCEA stipulates that an employer must keep a

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record of the time worked by each employee. Section 35 (1) of the Act further states that an employee's wage is calculated by reference to the number of hours the employee ordinarily works.

This policy operates within the context of all relevant legislation and collective agreements. The purpose of the policy is to provide a uniform standard of attendance and punctuality for all employees.

7. Financial Implications

None

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

The policy was discussed at:

- the local Human Resources Technical Working Group; and
- the Local Labour Forum (LLF)

10. Annexures

Annexure A: Draft Time and Attendance Policy

RECOMMENDATION TO THE COUNCIL:

that the Overstrand Municipality: Time and Attendance Policy **be adopted**.

RESPONSIBLE OFFICIAL :

L BUCCHIANERI

TARGET DATE FOR IMPLEMENTATION :

NOVEMBER 2017

**AGENDA of the
Portfolio Committee : Management Services
21 November 2017
(Also the agenda for the Mayoral Committee Meeting : 29 November 2017)**

**1.
DRAFT TIME AND ATTENDANCE POLICY**

**4/2/B
L Bucchianeri (028) 3138120 Hermanus Administration
9 October 2017**

**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON
21 NOVEMBER 2017, WHICH COMMITTEE RECOMMENDED AS FOLLOWS:**

RECOMMENDATION TO THE COUNCIL:

that the Overstrand Municipality: Time and Attendance Policy **be adopted.**

RESPONSIBLE OFFICIAL : L BUCCHIANERI

TARGET DATE FOR IMPLEMENTATION : NOVEMBER 2017



Time and Attendance Policy

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1. Introduction

Section 31(1)(b) of the Basic Conditions of Employment Act No 75 of 1997 requires of an employer to keep a record of the time worked by each employee and section 35 (1) of the Act states that an employee's wage is calculated by reference to the number of hours the employee ordinarily works.

2. Purpose

The purpose of this policy is to provide a uniform of attendance and punctuality for all employees, which will ensure consistent and effective management of employees' time and attendance at work.

The policy does not address and regulate the content and/or quantity of work done by an employee while at work and operates within the context of all relevant legislation and collective agreements.

3. Scope

This policy applies to all employees of Overstrand Municipality.

4. Legislative Framework

- Basic conditions of Employment Act and Regulations, 1997 (Act no. 75 of 1997) [BCEA]
- Constitution of the Republic of South Africa, 1996
- South African Local Government Bargaining Council (SALGBC): Main Collective Agreement- 2015
- Labour Relations Act, 1995 (Act no. 66 of 1995)
- Overstrand Municipality Delegation of Powers and Duties Policy

5. Policy Principles

5.1 The Time & Attendance Policy has two main objectives:

5.1.1 Regulating the keeping of attendance registers for all employees; and

5.1.2 Advising the Pay Office regarding pay related information.

- 5.2 Clause 5.1.1.14 of Council's Delegation of Powers and Duties policy makes provision for management to be responsible for control of attendance registers and time sheets.
- 5.3 Overstrand Municipality, as an employer, has a statutory obligation to record and manage employees' attendance.
- 5.4 Management is accountable for managing their subordinates' time & attendance on a fair and consistent basis.
- 5.5 All employees have an obligation to be available for work and be punctual according to their work schedules.
- 5.6 All employees have an obligation to comply with the approved time and attendance system in place.
- 5.7 Prior to considering the institution of any formal disciplinary steps against an employee for (alleged) non-compliance with the provisions of this policy, and read together with the provisions of paragraph 8 hereof, it shall be incumbent on management to invoke the principles as laid down in Item 3 of Schedule 8 to the Labour Relations Act, 1995 (Act no. 66 of 1995) with special reference to informal advice and corrective steps, counseling and warnings for a first, and even a second, offence, should the circumstances justify it. In this way effect will be given to the constitutional imperative that everyone has the right to fair labour practices as contained in section 23(1) thereof.

6. Working Hours

- 6.1 The Main Collective Agreement of the SALGBC determines that a 40 hour working week be implemented for all employees.
- 6.2 Record keeping of actual daily hours worked commences at the actual time of starting work until the end of work minus lunch breaks for all staff and tea breaks for external staff as per agreement.

7. Responsibilities of Role Players

7.1 Management

7.1.1 Will be responsible for ensuring that all subordinates comply with this policy.

7.2 Employees

7.2.1 It is the responsibility of all employees to personally clock/sign in and out;

7.2.2 All employees must clock/sign in and out at his/her workstation unless management decides otherwise;

8. Absenteeism

An employee may be considered absent from work, when not available for the assigned work schedule regardless of the reason.

Should the reason for his/her absence be legitimate, such an employee will subsequently not be considered to have been absent from work as contemplated above, and will management rectify said employee's time and attendance record.

8.1 Authorised Absences:

Employees shall notify their supervisors timeously about scheduled time off from work (e.g. doctor's appointment, personal days etc), whether paid or unpaid. Authorised absences, with the exclusion of emergency situations, are to be arranged at the convenience of the municipality, based on its operational requirements.

8.2 Unauthorised Absences:

In the event of an employee missing work due to an unscheduled absence (e.g. calling in due to sickness or injury for example), the employee must:

Inform his/her immediate Supervisor before his/her normal start of shift / day, or as soon as reasonably practicable thereafter of:

8.2.1 the reason for the absence; and if possible,

8.2.2 the expected length of his/her absence.

9. Punctuality

An employee will be considered unpunctual when he/she fails to report to his/her assigned work station/area at the scheduled time, which includes returning from tea breaks and lunch breaks.

An employee may not extend a normal workday to make up for not being punctual without his/her supervisors' approval.

This paragraph must be read in conjunction with the provisions of paragraphs 5(7) and 8 of this Policy.

Policy Section:	Human Resources
Current Update:	N/A
Previous Review:	N/A
Approval by Council:	