



OVERSTRAND MUNICIPALITY

TASK JOB EVALUATION POLICY

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1. DEFINITIONS

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.

- 1.1 **“Appeal”** shall mean an application of the Employee or group of Employees who are aggrieved with the outcome / result of the T.A.S.K. grade of their post as published in the Final Outcomes Report received from the SALGA Provincial Audit Committee.
- 1.2 **“Auditing”** shall mean a technical exercise in verifying that the T.A.S.K. Job Evaluation System is being consistently applied in terms of its own rules and any other rules on implementation.
- 1.3 **“Audit Trail”** shall mean the report generated by the TASK System detailing the skill level and corresponding factor statements, weighting, and points.
- 1.4 **“Benchmarking”** shall mean the internal process followed by the trained T.A.S.K. members at the Municipality where an outcome is needed for, e.g., advertisement of a post.
- 1.5 **“Designated Job Evaluation Manager”** shall mean the Manager appointed by the Municipal Manager to manage the implementation process.
- 1.6 **“Effective Date”** shall mean the date of implementation should a job be upgraded and shall be the beginning of the calendar month following thirty (30) days after receipt of the grading request by the JE Unit.
- 1.7 **“Evaluation”** shall mean submitting job descriptions of new posts or changed posts that were not previously evaluated by the Job Evaluation Unit using the T.A.S.K. Job Evaluation System.
- 1.8 **“Factors”** shall mean the four (4) T.A.S.K. factors of Complexity, Knowledge, Influence and Pressure.
- 1.9 **“Job Description”** shall mean a description of the content and duties of a post in the prescribed format, in terms of criteria and guidelines determined agreed upon by Employer and Employee(s).
- 1.10 **“Job Evaluation Committee”** shall mean the internal committee established by the Municipal Manager of each municipality to take responsibility of administrating the internal processes of job evaluations on an ongoing basis.

- 1.11 **“Job Evaluation Unit”** shall mean the regional job evaluation unit established by the Municipal Managers in the region to take responsibility of implementing and managing the job evaluation process.
- 1.12 **“Material change”** shall mean any change that has a significant effect on the task difficulty, the amount of know-how required in a job, the extent of influence allowed to produce effects on either inside and/or outside the organization or stresses which are inherent in the job and can be either mental, physical or both.
- 1.13 **“Provincial Audit Committee (PAC)”** shall mean the committee established by SALGA and represented by the Municipalities in the Province to audit posts evaluated by the Job Evaluation Unit and also to deal with appeals.
- 1.14 **“Re-evaluation”** shall mean a process where evaluated job descriptions are reviewed, amended, and submitted for re-evaluation to the Job Evaluation Unit.
- 1.15 **“Review”** shall mean an application by the Employer/Employee, who are aggrieved with their Final Job Grade outcome to SALGA Provincial Audit Committee after receipt of the Provisional Audit Report on the job description as submitted.
- 1.16 **“Review Procedure”** shall mean the process which the PAC shall follow to review grading results arrived at.
- 1.17 **“Skill Levels”** shall mean the Basic, Discretionary, Specialized, Tactical and Strategic levels as per the T.A.S.K. Job Evaluation System.
- 1.18 **“Sub-factors”** shall mean the fine-tuning of sub-factors in the T.A.S.K. Job Evaluation System.
- 1.19 **“T.A.S.K.”** shall mean Tuned Assessment of Skills and Knowledge.
- 1.20 **“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.

2. PREAMBLE

T.A.S.K. is the uniform Job Evaluation System within the local government sector as approved by the National Executive Committee (NEC) of SALGA. Uniformity is essential for a variety of sector processes such as wage bargaining, comparative understanding of workforce establishment levels and organizational development, sector skills planning, employment equity and the organization of education and training.

This policy must be read in the context of the T.A.S.K. Job Evaluation System, T.A.S.K. Job Evaluation System Training Manuals, Memorandum of Agreement

between The Municipalities in the **Overberg District** SALGA TASK Job Evaluation Policy for Municipalities,

3. SCOPE OF APPLICATION

- 3.1 The terms of this policy, and implementation guidelines shall be applicable to all permanent posts on the approved organogram of the Municipality, except;
- 3.2 Municipal Managers and Managers directly accountable to Municipal Managers in terms of Section 56 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000 as amended) are excluded from this Policy.

4. PURPOSE

- 4.1 To implement the T.A.S.K. Job Evaluation System within the Municipality to achieve uniform norms and standards in the description of similar jobs and their grading and to underpin job comparison.
- 4.2 To provide for the necessary structures, institutional arrangements, and procedures for the evaluation of posts in the Municipality.
- 4.3 To ensure a single job evaluation system is implemented to avoid remuneration disparities for similar categories of Municipalities, within The Local Government Sector.
- 4.4 To monitor adequate implementation of the T.A.S.K. Job Evaluation System to achieve uniform remuneration within the Municipality.
- 4.5 To provide guidelines for post evaluations at the Municipality where circumstances result into combining certain responsibilities in one (1) job.

5. KEY PRINCIPLES

- 5.1 The wage curve, for the different categories for Municipalities, as it applies in the local government sector shall be utilised in conjunction with other relevant authorities that are specific for certain categories of jobs and shall be utilized to determine the salaries of jobs.
- 5.2 Any post shall be evaluated in the event of permanent substantial change to the job content or job requirements, to confirm that changes in the job description for a given post was considered in terms of the T.A.S.K. Job Evaluation System.

- 5.3 No post at the Municipality shall be advertised/filled without it having been subjected to the TASK Job Evaluation process or benchmark process, unless such a post has been evaluated in the past.
- 5.4 The Municipal Manager, in terms of Section 66(1)(b) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000 as amended), shall be responsible, and ensure that every job on the staff establishment of the municipality, have a written job description.
- 5.5 The compilation of job descriptions shall always be in line with the prescribed T.A.S.K. format and the prerogative of the Employer.
- 5.6 The incumbent or the representative of a post and the immediate supervisor or supervisor representative of the post, in consultation with the relevant head of division and the human resources division must develop, and where appropriate, review a job description when there are substantial changes to the job.
- 5.7 Jobs must be evaluated within six months of a material change to the job content or job requirements or before a post is filled.
- 5.8 Job descriptions must be based on actual and current activities of the job and not on future projections.

6. ROLES AND RESPONSIBILITIES OF THE MUNICIPAL MANAGER

- 6.1 The Municipal Manager is responsible for overseeing the implementation of the TASK Job Evaluation System in the Municipality.
- 6.2 The Municipal Manager must ensure that each Director takes full responsibility for supporting and driving the job evaluation implementation and maintenance process in his/her directorate.
- 6.3 The Municipal Manager shall ensure that sufficient staff and resources are allocated to support the process.
- 6.4 The Municipal Manager, in terms of Section 66 of the Municipal Systems Act, is required to ensure that there is a job description for each post on the approved staff establishment of the Municipality.
- 6.5 The Municipal Manager must ensure that each Director / Head of Department within the Municipality keeps custody of the copies of job descriptions for all posts attached to his / her office.
- 6.6 The Municipal Manager shall incorporate the responsibility for the compilation of the job evaluation process in the performance contract of each Director / Head of Department reporting directly to him / her.

- 6.7 The Municipal Manager must ensure that each Director/Head of Department inform all staff in his/her directorate/division of the objectives of the T.A.S.K. Job Evaluation System, as required in terms of Section 67 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended)
- 6.8 The Human Resources Division shall keep record of all evaluated and audited job descriptions.
- 6.9 The Municipal Manager must ensure that the designated JE Manager takes full responsibility for supporting and directing the job evaluation implementation and maintenance process.
- 6.10 The Municipal Managers for the cluster of municipalities who are responsible for job evaluation at district level shall appoint appropriate persons to serve on the Job Evaluation Unit.
- 6.11 Municipal Managers shall ensure that Job Evaluation Units are established and are functional.

7. JOB EVALUATION COMMITTEE ESTABLISHMENT

- 7.1 The Municipal Manager shall establish an internal Job Evaluation Unit in a Municipality, to take responsibility of administrating job evaluations on an on-going basis in the Municipality.
- 7.2 Job Evaluation Units may be established at a "District" level as agreed provincially by municipalities and due to capacity challenges.
- 7.3 The Job Evaluation Unit established at a District level shall comprise of members from the relevant local municipalities.
- 7.4 All nominees for membership shall undergo TASK Job Evaluation System training.
- 7.5 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 will be provided by a staff member of the Human Resources division as appointed by the Senior Manager: Human Resources.
 - (c) One Trade Union representative from each of the recognized trade unions as observers.
 - (d) Representatives from local municipalities (in the case of JE Unit which operates at district level).

8. JOB EVALUATION COMMITTEE ROLES, AND RESPONSIBILITIES

- 8.1 The JE Committee shall conduct the evaluation of all jobs within the municipalities falling under its jurisdiction and present the outcomes for auditing by the Provincial Audit Committee (PAC).
- 8.2 The responsibility of a JE Committee is both administrative (planning, prioritizing grading programs, quality control, receiving checking and filing job descriptions, etc.) And the grading of jobs prior to submission to the Provincial Audit Committee (PAC).
- 8.3 For the purposes of grading, a quorum shall consist of at least 50% plus 1 members of the JE Committee.
- 8.4 The JE Committee may invite both the incumbent of the job, as well as his/her manager and the Head of Department's input to confirm if the full particulars of the job were taken into account.
- 8.5 In the event of urgent requests, submitted to and approved by the Municipal Manager as an urgent request, a Special Job Evaluation Committee meeting may be convened with 5 working days' notice.
- 8.6 The Job Evaluation Committee shall consider job evaluation / re-evaluation requests / appeals / motivations by assessing the following criteria:
 - 8.7.1 Has a post changed materially?
 - 8.7.2 Are changes permanent of nature?
 - 8.7.3 Is the post a new post on the organogram and in the Municipality?
 - 8.7.4 Did the staff establishment change in respect of reporting lines?
 - 8.7.5 Are their responsibilities combined in one (1) job?
 - 8.7.6 Does the changes has an impact on any other post?
 - 8.7.7 Does the post/s implicated in 7.6.6 qualifies for re-evaluation due to the changed contents of the post?
- 8.7 It is the responsibility of each member of the Job Evaluation Committee to:
 - 8.8.1 Prepare adequately for every meeting.
 - 8.8.2 Seek, in so far as is reasonably possible, to reach consensus on considerations for evaluation / re-evaluation / review. If consensus cannot be reached, the majority vote will apply.
- 8.8 The Job Evaluation Committee has the right to request information or the further analysis or reformulation of information that is relevant to the job description in line with the requirements of the T.A.S.K. Job Evaluation System.

- 8.9 The key role of the Job Evaluation Committee shall be to assess and consider all job descriptions submitted for evaluation / re-evaluation / appeals and reviews within the Municipality in terms of the criteria mentioned in paragraph 8.9.
- 8.10 The Job Evaluation Committee shall ensure that the posts that are to be evaluated / re-evaluated / appealed / reviewed have been approved by the Municipality and submit it to the Job Evaluation Committee/ PAC for evaluation.

9. MEETING RULES OF THE JOB EVALUATION COMMITTEE

- 9.1 The JE Committee shall appoint a chairperson/convenor.
- 9.2 The Chairperson of the Job Evaluation Committee shall perform the normal duties associated with such office.
- 9.3 The Job Evaluation Committee shall function in terms of normally understood rules of meeting procedure.
- 9.4 An agenda shall be prepared for every meeting or defined session of meetings and circulated seven (7) days prior to the meeting.
- 9.5 The proceedings of all meetings must be recorded in minutes, with particular reference to all prescribed administrative requirements.
- 9.6 In the event where the job description of a member of the Job Evaluation Committee is on the agenda for discussion, the relevant member will excuse him for the duration of the evaluation

10. PROVINCIAL AUDIT COMMITTEE (PAC)

10.1 Composition

- 10.1.1 The provincial structures of SALGA shall establish a Provincial Audit Committee to audit the outcomes of the JE results from the JE Committee.
- 10.1.2 The PAC shall consist out of at least four (4) members who are trained and experienced in the TASK Job Evaluation System.
- 10.1.3 A quorum shall consist of a least 50% plus 1 of members of the Provincial Audit Committee (PAC).
- 10.1.4 Secretarial / Administrative services will be provided by the provincial

Office of SALGA.

- 10.1.5 Members of the PAC shall serve on the panel for at least one year.
- 10.1.6 One Trade Union representative from each of the recognized trade Unions may participate as observers in the Task Job Evaluation Auditing Process.
- 10.1.6 The PAC shall convene on an ad hoc basis depending on the outcomes to be audited.
- 10.1.7 All nominees for membership may undergo additional training on how to conduct the TASK Job Evaluation Auditing Process.

10.2 Responsibilities and Powers

- 10.2.1 It is the responsibility of every member of the PAC to:
 - (a) Conduct auditing with due regard to the integrity of the TASK Job Evaluation System, its accepted rules, applications, definitions, and terminology.
 - (b) Request any information relevant to the task which the PAC must perform.
 - (c) Decide on the outcome of the evaluation results which will be final and binding.

11. TASK IMPLEMENTATION REQUIREMENTS

- 11.1 The critical elements required to implement the TASK system in the Municipality is the following:
 - 11.1.1 An approved staff establishment recording the position of all posts and their designation.
 - 11.1.2 Job descriptions in the prescribed TASK format.
 - 11.1.3 Paragraphs 11.1.1 and 11.1.2 at minimum must be used to evaluate the post using the TASK Software and accordingly determine a TASK Grade.
- 11.2 The TASK Job Evaluation Policy shall be strictly adhered to by all concerned to ensure both consistency and adequate implementation.

12. JOB EVALUATION PROCESS

- 12.1 Every job on the staff establishment of the municipality must have a written job description and must be graded through a job evaluation process.
- 12.2 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.

- 12.3 A job description may be reviewed at least once every five (5) years following the reorganization of the municipal administration resulting in permanent substantial changes to the jobs to ensure that the job description remains relevant and current.
- 12.4 A job description must contain at least the job title, purpose of the job, the location of the job on the staff establishment, key responsibilities, competencies, and minimum requirements of the relevant job.
- 12.5 The TASK Job Evaluation Process shall be done on a continuous basis by the JE Committee for as long as there are new posts being added to the staff establishment of the municipality as per Section 66 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended).
- 12.6 If required, the JE Committee 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.
- 12.7 A compilation of a job description should be prepared by a proper job analysis.
- 12.8 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 Committee grading the job on the TASK Job Evaluation System.
- 12.9 In the event of no consensus reached, the Municipal Manager or his/her nominee will determine the content of the job description.
- 12.10 The evaluation takes place by:
 - 12.7.1 Determination of the skill level of the post
 - 12.7.2 The scoring of the factors relating to Complexity, Knowledge, Influence and Pressure.
 - 12.7.3 The scoring of the sub-factors relating to Complexity, Knowledge, Influence and Pressure.
 - 12.7.4 Job evaluation is the grading of jobs according to a specifically planned procedure and reliable Methodology to determine the relative worth of each job in the municipality.
 - 12.7.5 Job evaluation process involves the evaluation of the Job and not the person performing the job.

- 12.8 Jobs must be evaluated before a new post is filled.
- 12.9 The JE Committee shall then compile a JE Outcome Report for the PAC with appropriate audit trail.
- 12.10 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.
- 12.11 A representative of the JE Committee shall present the results to the PAC.
- 12.12 The Chairperson of the PAC shall sign off the results of the job evaluation process prior to the JE Committee communicating same to the Municipal Manager for implementation on the effective date.

13. COSTS

- 13.1 Municipalities shall bear the proportional costs associated with Job Evaluation and Auditing of results.
- 13.2 Municipalities shall bear the cost of the training of JE Committee members.

14. BENCHMARKING OF POSTS

- 14.1 In terms of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000), Local Government: Municipal Staff Regulations all jobs in a municipality must be graded through a job evaluation process.
- 14.2 In the event of new posts on the organogram or in the Municipality, benchmarking of that post can be done internally by the trained TASK members if an outcome is needed urgently for budget purposes only.
- 14.3 The benchmarked posts must be submitted to the Job Evaluation Unit for evaluation of the posts at the regular evaluation meeting before the post may be advertised and filled.

15. AUDITING OF RESULTS BY SALGA PROVINCIAL AUDIT COMMITTEE

- 15.1 The SALGA Provincial Audit Committee shall complete the audited results within one (1) month of submission and forward the Provisional Outcomes Report to the Job Evaluation Committee.

- 15.2 The Job Evaluation Committee shall send the Provisional Outcomes Report to the Municipality within ten (10) working days from date of receipt of results from the SALGA Provincial Audit Committee.
- 15.3 The Job Evaluation Committee shall discuss the Provisional Outcomes Report received from the Salga Audit Committee as mentioned in paragraph 15.1 and 15.2 and submit the feedback report to the relevant Municipal Manager for approval.
- 15.4 The Job Evaluation Committee shall submit the approved Provisional Outcome Report back to Salga within the stimulated timeframe.
- 15.5 SALGA Provincial Audit Committee shall provide the Final Outcomes Report to the Job Evaluation Committee.
- 15.6 The Job Evaluation [Unit] Committee shall provide the Final Outcomes Report to the Municipality within 7 days after receipt from the SALGA Provincial Audit Committee
- 15.7 The Final Outcomes Report of the gradings by SALGA Provincial Audit Committee will be final and binding, if no Review Process is followed.

16. TASK REVIEW PROCESS

- 16.1 All employees shall be furnished with the JE outcomes for the positions they occupy – Task Grades.
- 16.2 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.
- 16.3 Employees may request the re-evaluation of their positions only if:
- 16.3.1 The Job Description utilized is not the same as the job the employee performs or there has been some changes.
- 16.3.2 The employee has added responsibilities which are not Covered in the job description.
- 16.4 Re-evaluation applications shall be referred to the JE Committee (convenor) for an evaluation to be undertaken and submitted to the PAC for auditing of the provisional grade outcome.
- 16.5 The PAC shall ensure effective “bench-marking” is done for consistency and uniformity purposes.

17. CONDITIONS FOR PLACING STAFF ON A NEW TASK GRADE AND SALARY SCALE

The following conditions apply when placing staff on a new T.A.S.K. grade and salary scale:

- 17.1 Employees will be placed on the salary notch on the new pay scale for the applicable TASK grade which is the closest higher salary notch to their existing salary notch.
- 17.2 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.
- 17.3 Employees whose existing basic salary is higher than the new TASK grade maximum will retain their existing basic salary scale on a personal to holder basis.
- 17.4 In the event of paragraph 17.3 above, annual cost of living adjustments as determined by the SALGBC (South African Local Government Bargaining Council) will be applied to the salary rate as retained by the Employee from the date on which such an adjustment is applicable.
- 17.5 The implementation date for a new TASK Job Evaluation outcome will be the first (1st) of the following month following the month when the final TASK result was received.

18. APPEAL AGAINST JOB EVALUATION OUTCOME

- 18.1 Employees are entitled to appeal against their notified grading results in writing to the Job Evaluation Committee within 30 days of notification which period starts on the date that the employee receives the notification
- 18.2 The grounds for appeal must be fully motivated and can only be based on the skill levels, factors and sub factors of the TASK Job Evaluation System and the content of the job description as submitted without any amendments to the job description.
- 18.3 The Job Evaluation Committee on receipt of such appeal shall first ensure that there are reasonable grounds for such appeal and submit the appeal to SALGA Provincial Audit Committee.
- 18.4 SALGA Provincial Audit Committee will notify the Municipality via the Job Evaluation Committee in writing of the outcome of the appeal.
- 18.5 The determinations of SALGA Provincial Audit Committee are final and binding on both the Employee(s) and Employer and where parties are still not

in agreement with the outcome, the right to lodge a dispute through the dispute procedures of the South African Local Government Bargaining Council (SALGBC) must be followed.

19. CONFIDENTIALITY

- 19.1 Members of the JE Committee 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.

20. ADMINISTRATION OF POLICY

The Municipal Manager shall be responsible for the administration and enforcement of this policy, provided that he or she may delegate any of his/her functions or duties hereunder to another member of staff of the Municipality.

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