



# **Time and Attendance Policy**

*Approved by Council  
26 June 2019*

**Table of Contents:**

<b>Number</b>	<b>Content</b>	<b>Page number</b>
1	Introduction	3
2	Purpose	3
3	Scope	3
4	Legislative Framework	3
5	Policy Principles	3
6	Working Hours	4
7	Responsibilities of Role Players	4
	7.1 Management	4
	7.2 Employees	5
	7.3 Correction of short hours	5
8	Absenteeism	5
	8.1 Authorised Absences	6
	8.2 Unauthorised Absences	6
9	Punctuality	6

## 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;

## 7.3 Correction of short hours

7.3.1 Should a lack of adherence to any of the above mentioned responsibilities result in short hours being deducted from the employee's salary, the relevant Manager will have an opportunity to request the rectification of this deduction.

7.3.1.1 The "*Correction of Short Hours on the Electronic Time and Attendance System*" form (Annexure A) must be completed (**all fields are compulsory**) and signed by:

- the relevant Department Manager in the case of a subordinate; or
- the relevant Director in the case of a Manager and submitted to the Salary Office on or before the 16<sup>th</sup> of each month.

7.3.1.2 The Manager / Director must provide a **valid reason** or explanation, as well as **dates**, for the short hours that were deducted.

7.3.1.3 All refunds will only be made with the next month's salary run.

7.3.2 The Manager / Director as set out in par 7.3.1.1 above can also request, within a **maximum** period of **one (1) working day after the final short hours list** has been send to payday for importing, that these short hours be corrected and not deducted by making use of the same "*Correction of Short Hours on the Electronic Time and Attendance System*" form as above.

## 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.**

<b>Policy Section:</b>	Human Resources
<b>Current Update:</b>	26 June 2019
<b>Previous Review:</b>	N/A
<b>Approval by Council:</b>	29 November 2017

**MUNISIPALITEIT OVERSTRAND MUNICIPALITY**

**REGSTELLING VAN KORT URE OP KRONOS /  
CORRECTION OF SHORT HOURS ON KRONOS**

**NB! ALLE VELDE IS VERPLIGTEND / ALL FIELDS ARE COMPULSORY NB!**

*Hierdie vorm is ingestel vir die regstelling van kort ure aftrekkings waar verantwoordelikhede soos per die Raad se goedgekeurde "Time & Attendance Policy" nie nagekom is nie. This form is instituted in order to rectify short hour deductions where responsibilities were not performed as per Council's approved "Time and Attendance Policy".*

1	<b>WERKNEMER BESONDERHEDE (verplichtend)</b>		
	<b>EMPLOYEE INFORMATION (compulsory)</b>		
NAAM & VAN / NAME & SURNAME			BETAAL NOMMER / PAY NUMBER
DATUM(S) EN AANTAL KORT URE / DATE(S) AND NUMBER OF UNPAID HOURS			
REDE(S) VIR KORT URE OP KRONOS / REASON(S) FOR SHORT HOURS ON KRONOS			
REDE(S) HOEKOM KRONOS NIE BETYDS REGGESTEL IS NIE / REASON(S) WHY KRONOS WASN'T UPDATED ON TIME			
2	<b>GOEDKEURING: HANDTEKENING, BETAAL NOMMER &amp; DATUM (verplichtend)</b>		
	<b>APPROVAL: SIGNATURE, PAY NUMBER &amp; DATE (compulsory)</b>		
HANDTEKENING VAN DIREKTE TOESIGHOUER / SIGNATURE OF DIRECT SUPERVISOR			
BETAAL NOMMER TOESIGHOUER / PAY NUMBER SUPERVISOR		DATUM / DATE	
HANDTEKENING VAN BESTUURDER OF DIREKTEUR / SIGNATURE OF MANAGER OR DIRECTOR			
BETAAL NOMMER BESTUURDER OF DIREKTEUR / PAY NUMBER MANAGER OR DIRECTOR		DATUM / DATE	

KORT URE SAL DIE MAAND NA AFTREKKING MET DIE SALARIS LOPIE REGGESTEL WORD / SHORT HOURS WILL  
BE RECTIFIED WITH THE SALARY RUN THE MONTH AFTER DEDUCTION.

HIERDIE VORM MOET VOOR OF OP DIE 16<sup>DE</sup> VAN DIE MAAND AAN SALARIS KANTOOR VERSKAF WORD VIR  
VERWERKING / THIS FORM MUST BE SUBMITTED TO THE SALARY OFFICE ON OR BEFORE THE 16<sup>TH</sup> OF THE  
MONTH FOR PROCESSING.