

JOB EVALUATION POLICY



APPROVED BY:

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MUNICIPAL MANAGER

DATE: 23/06/2021


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EXECUTIVE MAYOR

DATE: 23/06/2021

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1. PURPOSE OF POLICY

- 1.1 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;
- 1.2 To provide for the necessary structures, institutional arrangements and procedures for the evaluation of jobs in municipalities;
- 1.3 To ensure that a single job evaluation system is implemented to avoid remuneration disparities for similar categories of municipalities within the Local Government Sector;

2. OBJECTIVE OF POLICY

- 2.1 The main objective of job evaluation is to determine relative worth of different jobs in an organisation to serve as a basis for developing equitable salary structure.
- 2.2 It aims at determining the relative worth of a job. The principle upon which all job evaluation schemes are based is that of describing and assessing the value of all jobs in the firms in terms of a number of factors, the relative importance of which varies from job to job.

3. SCOPE

- 3.1 The terms of this policy are applicable to all municipal employees, except for the following categories of employment listed in section 3.2 below.
- 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).

4. POLICY DEFINITION

- 4.1 Auditing** shall mean a technical exercise in verifying that the TASK System is being consistently applied in terms of its own rules and any other rules on implementation;

- 4.2 "**Audit Trail**" shall mean the report generated by the TASK System detailing the skill level and corresponding factor statements, weighting and points;
- 4.3 "**Designated Job Evaluation Manager**" shall mean the Manager appointed by the Municipal Manager to manage the implementation process;
- 4.4 "**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 Committee;
- 4.5 "**Factors**" shall mean the four TASK factors of Complexity, Knowledge, Influence and Pressure;
- 4.6 "**Job Description**" shall mean a description of the content and duties of a post in terms of criteria and guidelines determined;
- 4.7 "**PAC**" shall mean a Provincial Audit Committee.
- 4.8 "**Review**" Shall mean an application by an employee or group of employees who are aggrieved with their Final Job Grade Outcome;
- 4.9 "**Review Procedure**" shall mean the process which the PAC's shall follow to review grading results arrived at;
- 4.10 "**Skill Level**" shall mean the Basic, Discretionary, Specialised, Tactical and Strategic Levels as per the TASK System;
- 4.11 "**Sub-factors**" shall mean the fine-tuning of sub-factors in the TASK system.
- 4.12 "**TASK**" shall mean Tuned Assessment of Skills and Knowledge;
- 4.13 "**TASK System**" shall mean the TASK Job Evaluation System in terms of its rules, application, definition and terminology

5. LEGISLATIVE FRAMEWORK

5.1 Basic Conditions of Employment Act

5.2 Municipal Finance Management Act

6. POLICY PROCEDURE

6.1 The wage curves for the different categories of municipalities applicable at the time (SALGBC/SALGA) shall be utilized to determine the salaries of TASK graded jobs;

6.2 Any post which undergoes a permanent substantial change in job content, shall be re-evaluated;

6.3 No post in the municipality sector shall be filled without having been subjected to the TASK Job Evaluation process;

6.4 The job descriptions for all posts shall be the responsibility of the Municipal Manager;

6.5 The compilation of job descriptions shall be in the prescribed TASK format

7. GENERAL POLICY PROVISIONS

The policy applies to permanent employees of Mbhashe Local municipality

8. PROCEDURES FOR IMPLEMENTING POLICY

8.1 The wage curve 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.

8.2 All jobs shall be evaluated if content and reporting lines change, to confirm that changes in the job description for a given post was taken into account in terms of the T.A.S.K. Job Evaluation System.

8.3 No job at the Municipality shall be advertised without it having been subjected to an appropriate job evaluation process, unless such a post has been evaluated in the past.


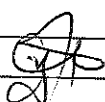

8.4 The determination of the content of job descriptions for all posts shall be the responsibility of the Municipal Manager, in terms of Section 66(1)(b) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000 as amended).

8.5 The compilation of job descriptions shall always be in line with the prescribed T.A.S.K. format and the prerogative of the Employer.

8.6 : The Municipal Manager shall establish a Local Job Evaluation Committee to assist with the development of the Job Descriptions.

9. POLICY GOVERNANCE

JOB EVALUATION POLICY

Policy Title		
Policy Version		
<u>Role & Process</u>	<u>Responsible Individual Name and/or Date</u>	<u>Responsibility Accepted Signature</u>
Senior Manager Corporate Services	N.MAHLATHI-NKUHLU	
Policy Custodian		
Policy Author		
LLF Consultation Date		
LLF Consultation Reference		
Council Approval Date	26/05/2021	
Council Approval Reference		
(UNIT) eg. Manager Human Resources	N.HANISE	
Policy Approved		
Policy Inception Date		
Review Start Date		
Review Completion Date		
Legislative References		
Policy Review "Triggers"		
Comments		