

2018-2019



MBHASHE LOCAL MUNICIPALITY

All correspondence to be directed to the office of the Municipal Manager
454 Streatfield Street, Dutywa, Eastern Cape Province
Tel: 047 489 5864/34 • Email: info@mbhashemun.gov.za
www.mbhashemun.gov.za

STUDY ASSISTANCE POLICY

CORE BUSINESS AREA	CORPORATE SERVICES DIRECTORATE
OPERATIONAL AREA	ALL DIRECTORATES
VERSION	01
DATE	30/05/2018
EFFECTIVE DATE	01 JULY 2018
FILE NAME	STUDY ASSISTANCE POLICY
BUSINESS OWNER	MBHASHE LOCAL MUNICIPALITY

OWNER: CORPORATE SERVICES

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STUDY ASSISTANCE POLICY

DEFINITION OF TERMS

"Studies"	<i>means any course or discipline offered by a registered learning institution.</i>
"Bonded"	<i>means obligated or bound by a legal agreement.</i>
"Development"	<i>means studies endeavoured for high expertise or knowledge.</i>
"Financial Assistance" to	<i>means financial provision towards studies for employee endeavour a formal education.</i>
"Permanent Employee"	<i>means an employee of the Council either appointed on a fixed term contract or on permanent basis.</i>
"Council"	<i>means Mbhashe Local Municipality.</i>
"Employer"	<i>means Mbhashe Local Municipality</i>



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1. INTRODUCTION

Mbhashe Local Municipality had a Study Assistance policy designed to assist employees to further their studies. In terms of this policy, the Council pays registration and tuition fees for the completion of the course.

2. OBJECTIVES OF THE STUDY ASSISTANCE POLICY

The Mbhashe Local Municipality in its endeavour to ensure formal education and training of its employees, the Council is introducing the Study Assistance policy. The following are some of the objectives of the Policy:

- 2.1 To fulfil the Council's role as a developmental organisation.
- 2.2 To provide employees with relevant skills for the purpose of development, efficiency in service delivery and personal advancement.

3. ELIGIBILITY

- 3.1. All employees of Mbhashe Local Municipality shall be eligible to apply for the study assistance if an employee indicated prior to the compilation of the budget that he/she intends to apply for study assistance.
- 3.2. The closing date for employees to apply for study assistance shall be at the end of October for first semester every year and April for second for Council to ascertain the budget requirements
- 3.3 The application needs to be recommended by the head of department and corporate services and approved by the Municipal Manager and the applicant shall furnish the Council with a completed application form, letter of acceptance from the tertiary institution and including quotation of the costs.
- 3.4 On approval of the application, the applicant shall sign a contract with Mbhashe Local Municipality.
- 3.5 Employees shall provide proof of registration and the Council shall make a payment towards registration and tuition fees.
- 3.6. An employee must first complete the probation period before being considered

4 ADMINISTRATION OF STUDY ASSISTANCE SCHEME

- 4.5 The Municipal Manager will consider and decide on all matters below:
 - 4.5.1 The following guideline shall be followed when considering for approval of courses:
 - 4.5.1.1 The courses should be provided by an accredited tertiary institution, (Colleges and Universities)



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- 4.5.1.2 That the courses are formally structured, self-study based, and relevant to the employee's duties or career path and/or development.
- 4.5.1.3 That upon successful completion, it must entitle the employee with a degree, diploma or any other recognised formal qualification.
- 4.6 When the application is either approved or disapproved, the process is to ensure that the interests of the employee or applicant are safeguarded.
- 4.7 The administration of the policy is to administer the continuation, extension, variation or termination of the study assistance.
- 4.8 Should the employee opt to leave the service of the Council immediately during the bonding period, he/she shall be required immediately, to repay back the total amount incurred by the Council for financial assistance offered to the Employee.
- 4.9 The employee would be required to work back to the municipality a period equal to the financial assistance of the study.
- 4.10 The Municipal Manager shall sign all contracts and other relevant documentation in terms of this policy.

5. FINANCIAL ASSISTANCE

- 5.1. Payment for approved courses shall be limited to registration and tuition fees of which these fees are essential for the completion of the course subject to the availability of funds.
 - 5.2. The application shall be valid for a specific registration period i.e. duration of study period.
 - 5.3. The applicant shall seek for approval before he/she pays for the course intended. The applicant can enter into Contractual Agreement with the Council after he/she has brought proof of registration.
 - 5.4. The employee will be required to pass the studies and/or all subjects registered for. Should he/she not successfully complete the studies and/or subjects but pass some subjects of the studies and/or subjects; he/she shall be required to pay for himself or herself for those studies and/or subjects not passed.
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6. GENERAL

- 6.1. The Council undertakes to fulfil its obligation in terms of this policy and the employees are expected to comply with conditions laid down in this policy.

7. REVIEW OF THE POLICY

- 7.1 The Policy will be reviewed yearly and when necessary informed by changes in legislation or other compelling situations.

ANNEXURE: A

STUDY ASSISTANCE AGREEMENT

MEMORANDUM OF AGREEMENT ENTERED INTO BY AND BETWEEN
MBHASHE LOCAL MUNICIPALITY

- And -

WHEREAS, _____ (hereinafter referred to as Employee) ID No _____, Employee No _____ employed as a _____ by Mbhashe Local Municipality (hereinafter referred to as the Employer).

AND WHEREAS the Employee wishes to be assisted financially for completion of his/her studies or subjects by the Employer in his /her endeavour to pursue a formal qualification, in the form of self study.

The Employee herewith declare that his/her registration and tuition fees will cost him/her an amount of

R _____ (_____)
originating from his/her studies as

_____ to be endeavoured at
_____ (Higher Educational Centre) where he/she is registered.

2.

THE PARTIES AGREE AS FOLLOWS:

- 2.1 That the Employee will receive financial assistance that is for registration and tuition fees to pursue a formal qualification.
- 2.2 That the cost of such formal qualification shall be paid by the Employer



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- 2.2 That the parties agree that it is a condition of this agreement that the Employee should successfully complete the course and/or subjects enrolled.
- 2.3 That the Employee shall submit the results of the course and/or subjects enrolled for, to the employer for each and every year before registering for the new year.
24. That should the Employee fail the course and/or any subjects enrolled for; he/she shall pay for himself or herself for those subjects and / courses that he/she did not passed..
25. That the Employee agrees to be bonded by this agreement and shall work back to the municipality for a period of years equal to the number of years he/she studied .
26. That the bonding period shall commence immediately after completion of the studies or subjects registered.
27. That should the Employee leave the service of the Council immediately after completion of his/her studies or subjects during the course of which he/she was financially assisted or during the bonding period, he/she shall be required to immediately pay the total amount incurred by the Employer for financial assistance offered to the Employee.
28. That the parties understand the contents of this agreement without any prejudice and/or undue pressure.

APPROVED BY THE COUNCIL AND SIGNED BY:

.....
MR NAKO M
MUNICIPAL MANAGER

.....
DATE

.....
CLLR JANDA S N
EXECUTIVE MAYOR

.....
DATE

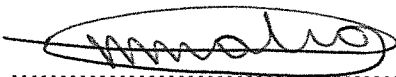


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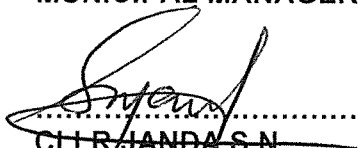
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APPROVED BY THE COUNCIL AND SIGNED BY:



MR NAKO M
MUNICIPAL MANAGER

03 July 2018
DATE



CLLR JANDA S N
EXECUTIVE MAYOR

03 July 2018
DATE