



JOB EVALUATION POLICY FOR THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

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RE-AFFIRMED

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1. Preamble

1.1 TASK is the recognized job evaluation system within the local government sector. Uniformity is essential for variety of sector processes such as wage bargaining, comparative understanding of workforce establishment level and organizational development, sector skills planning, employment equity and the organization of educational and training.

1.2 This policy must be read in the context of the TASK job evaluation system for the local government sector.

2. Scope of application

2.1 The terms of this policy is applicable to all employees of the Municipality falling under the jurisdiction of the South African Local Government Bargaining Council (SALGBC).

3. Legal framework

3.1 Labour Relations Act, 66 of 1995 as amended.

3.2 Municipal Systems Act, 32 of 2000 as amended.

3.3 Applicable Collective Agreement

4. Purpose

4.1 To provide for the necessary structures, institutional arrangements and procedures for evaluation of jobs in the Municipality.

4.2 To implement TASK job evaluation system within the Municipality in order to achieve uniform norms and standards in the description of similar jobs and their grading across the local government sector.

5. Definitions

5.1 All terminology in this policy shall bear the same meaning as contained in the Act and wording importing the masculine gender shall include the feminine.

6. Key principles

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- 6.1 The wage curve for the different categories of municipalities applicable at the time 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 shall be filled without having 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 description shall be in the prescribed TASK format.

7. Responsibilities of the Accounting Officer

- 7.1 The Accounting Officer is responsible for ensuring the implementation of the TASK job evaluation system in the Municipality.
- 7.2 The Accounting Officer shall ensure that the designated Job Evaluation Manager takes the full responsibility for supporting and directing the job evaluation implementation and maintenance process.
- 7.3 The Accounting Officer shall ensure that the sufficient staff and resource are allocated to support the process.
- 7.4 The Accounting Officer shall ensure that there is a job description for each post on the staff establishment of the Municipality.
- 7.5 The Accounting Officer shall incorporate the responsibility for the compilation of the job description in the performance contract of every Senior Manager (HoD).
- 7.6 The Accounting Officer shall ensure that all staff are informed of the objectives of the TASK job evaluation system.
- 7.7 The Accounting Officer shall ensure that the job evaluation Committees are established and functional.

8. Job evaluation Committee

8.1 Establishment and composition

- 8.1.1 The Accounting Officer shall establish a Job Evaluation Committee in a Municipality, to take responsibility of implementing the job evaluation process.

8.1.2 The composition of the Job Evaluation Committee shall at least consists of the following:

- (a) Head of the Job Evaluation Committee;
- (b) Administrative/ secretarial support;
- (c) At least two (2) additional to undertake the grading of jobs.

8.2 Trade union representation

8.2.1 One Trade union representative from each of the recognized trade unions shall participate as observers in the Job Evaluation Committee.

8.3 Training of job evaluation Committee members

8.3.1 All nominees for membership shall undergo TASK Job Evaluation System training.

8.4 Roles and responsibilities

8.4.1 The Job Evaluation Committee shall conduct the evaluation of all jobs within the Municipality and present the outcomes for auditing by the Provincial Audit Committee of SALGA.

8.4.2 The responsibility of the Job Evaluation Committee is both administrative (planning, prioritizing grading programs, quality control, receiving, checking and filing job descriptions) and grading of jobs prior to submission to the Provincial Audit Committee.

8.4.3 For the purposes of grading, a quorum shall consist of at least 50% plus 1 member of the Job Evaluation Committee.

8.4.4 The Job Evaluation Committee may invite both the incumbent of the job, as well as his/her manager and the Head of Department's inputs to confirm if the full particulars of the job were taken into account.

8.5 Job Evaluation Audit Committee - SALGA

8.5.1 The Provincial structures of SALGA shall establish a Provincial Audit Committee to audit the outcomes of the Job Evaluation Committee.

8.5.2 Secretarial/administrative service will be provided by the provincial office of SALGA.

8.5.3 A Final Audit report will be forward to the Municipality for implementation

9. TASK implementation requirements

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9.1 The critical elements required to implement the TASK Job Evaluation System in a Municipality are as follow:

- (a) An approved staff establishment recording the position of all jobs and their designation.
- (b) Job description written in the prescribed TASK format.
- (c) That (a) and (b) at minimum have been used to evaluate the job using the TASK software to determine a TASK grade.

9.2 The TASK Job Evaluation Policy shall be strictly adhered to by all concerned to ensure consistency and adequate implementation.

10. Job evaluation process

10.1 If a job has changed substantially and permanently, a job incumbent or his/her relevant manager through the Head of Department may make application for the job to be evaluated, provided that such functions were performed for more than six (6) months.

10.2 The TASK Job Evaluation process shall be done on continuous basis by the Job Evaluation Committee for as long as there are new posts being added to the staff establishment of the Municipality.

10.3 If required, the Job Evaluation 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.

10.4 The incumbent of the post as well as the relevant manager and Head of Department shall be required to sign off the job description prior to the Job Evaluation Committee grading the job on the TASK Job Evaluation System.

10.5 In the event of no consensus reached, the Accounting Officer or his/her nominee will determine the content of the job description.

10.6 The evaluation shall take place by:

- (a) Determination of the skill level of the post;
- (b) The scoring of the factors relating to complexity, knowledge, influence and pressure;
- (c) The scoring of the sub-factors relating to complexity, knowledge, influence, and pressure.

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- 10.7 The Job Evaluation Committee shall then compile a Job Evaluation Outcome Report for the Provincial Audit Committee with appropriate audit trail.
- 10.8 Job Evaluation Committee will furnish the Provincial Audit Committee with all relevant documentation within seven (7) working days prior to the date of the Provincial Audit Committee meeting to ensure sufficient time for preparation.
- 10.9 A representative of the Job Evaluation Committee shall present the results to the Provincial Audit Committee.
- 10.10 The chairperson of the Provincial Audit Committee shall sign off the results of the job evaluation process prior to the Job Evaluation Committee communicating the same to Accounting Officer for implementation on the effective date.

11. Meeting rules of the Job Evaluation Committee

- 11.1 The Job Evaluation shall appoint a chairperson/ convenor.
- 11.2 The Job Evaluation Committee shall function in terms of normally understood rules of the meeting procedures.
- 11.3 The proceedings of all meetings must be recorded with particular reference to all prescribed administrative requirements.

12. Costs

- 12.1 The Municipality shall bear the costs associated with the Job Evaluation and auditing of results.
- 12.2 Municipality shall bear the costs of the training of the Job Evaluation Committee members.

13. TASK review process

- 13.1 All employees shall be furnished with the Job Evaluation outcomes for the positions they occupy on TASK grades.
- 13.2 An employee may lodge a review application not later than thirty (30) working days from date of notification of the Job Evaluation results. The onus shall be on the employee to prove that the TASK System was inconsistently applied when the post was graded.
- 13.3 Employees may request the re-evaluation of their positions only if:

13.3.1 The job description utilized is not the same as the job the employee performs or where there have been some changes.

13.3.2 The employee has added responsibilities which are not covered in the job description.

13.4 Re-evaluation applications shall be referred to the Job Evaluation Committee (convenor) for an evaluation to be undertaken and submitted to the Provincial Audit Committee for auditing of the provisional grade outcome.

14. Confidentiality

14.1 Members of the Job Evaluation Committee and the Provincial Audit Committee, as well as observers shall maintain confidentiality on all scores and grading outcome prior to formal notification and shall avoid disclosing information obtained in the process of job evaluation.

15. Monitoring and reporting

15.1 All the departments are responsible for the monitoring and reporting of this policy

16. Policy review

16.1 This policy will be revised on an annual basis.

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