

WEST COAST DISTRICT MUNICIPALITY



TASK JOB EVALUATION POLICY

POLICY CONTROL SHEET

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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 **“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;
- 1.4 **“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;
- 1.5 **“Factors”** shall mean the four (4) T.A.S.K. factors of Complexity, Knowledge, Influence and Pressure;
- 1.6 **“Job Description”** shall mean a description of the content and duties of a post in the prescribed format as agreed upon by Employer and Employee(s);
- 1.7 **“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;

- 1.8 **“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;
- 1.9 **“Provincial Audit Committee”** 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;
- 1.10 **“Re-evaluation”** shall mean a process where evaluated job descriptions are reviewed, amended and submitted for re-evaluation to the Job Evaluation Unit;
- 1.11 **“Review”** shall mean an application by the Employer to SALGA Provincial Audit Committee after receipt of the Provisional Audit Report on the job description as submitted;
- 1.12 **“Skill Levels”** shall mean the Basic, Discretionary, Specialised and Strategic levels as per the T.A.S.K. Job Evaluation System;
- 1.13 **“Sub-factors”** shall mean the fine-tuning of sub-factors in the T.A.S.K. Job Evaluation System;
- 1.14 **“T.A.S.K.”** shall mean Tuned Assessment of Skills and Knowledge;
- 1.15 **“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.

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 Municipality in the West Coast Region, Standard Operating Procedure of the Job Evaluation Unit and the T.A.S.K. Job Evaluation notes for the Municipal Sector.

3. SCOPE OF APPLICATION

3.1 The terms of this policy and implementation guidelines shall be applicable to all permanent posts and political supporting personnel in the Municipality.

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 jobs in the Municipality.

4.3 To ensure a single job evaluation system is implemented.

- 4.4 To monitor adequate implementation of the T.A.S.K. Job Evaluation System in order to achieve uniform remuneration within the Municipality.
- 4.5 To provide guidelines for job evaluations at the Municipality where circumstances result into combining certain responsibilities in one (1) job.

5. KEY PRINCIPLES

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 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).
- 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.

6. ROLES AND RESPONSIBILITIES OF THE MUNICIPAL MANAGER

- 6.1 The Municipal Manager is responsible for overseeing the implementation of the T.A.S.K. Job Evaluation System in the Municipality.
- 6.2 The Municipal Manager must ensure that the Manager responsible for Human Resources (or his / her delegate) matters takes full responsibility for supporting and driving the job evaluation implementation and maintenance process.
- 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 job evaluation process responsibility in the performance contract of each and every Director / Head of Department reporting directly to him / her.
- 6.7 The Municipal Managers must ensure that all staff is informed of the objectives of the T.A.S.K. Job Evaluation System, as required in terms of Section 67 of the Municipal Systems Act.

7. JOB EVALUATION COMMITTEE ESTABLISHMENT, ROLES AND RESPONSIBILITIES

- 7.1 The Municipal Manager shall establish a Job Evaluation Committee to take responsibility of administrating job evaluations on an on-going basis in the Municipality.
- 7.2 Members of the Job Evaluation Committee shall be appointed by the Municipal Manager and shall consist of:
- 7.2.1 Chairperson (Snr Manager: Human Resources);
 - 7.2.2 Municipal Manager / Delegatee;
 - 7.2.3 Director / Head of Department; and
 - 7.2.4 Two (2) delegates representing each trade union, as observers.
- 7.3 Administrative support will be provided by a staff member of the Human Resources division as appointed by the Snr Manager: Human Resources.
- 7.4 Members of the Job Evaluation Committee must serve on the panel for a period of at least three (3) years.
- 7.5 The Job Evaluation Committee shall convene on a quarterly basis depending on the presentation(s) due for consideration.
- 7.6 The Job Evaluation Committee shall consider job evaluation / re-evaluation requests / appeals / motivations by assessing the following criteria:
- 7.6.1 Has a post changed materially?
 - 7.6.2 Are changes permanent of nature?
 - 7.6.3 Is the post a new post on the organogram and in the Municipality?
 - 7.6.4 Did the organogram change in respect of reporting lines?

- 7.6.5 Are there responsibilities combined in one (1) job?
- 7.7 Members of the Job Evaluation Committee shall maintain confidentiality on all requests / motivations and shall otherwise avoid disclosing information obtained in the process of job evaluation in a manner that may prejudice effective implementation.
- 7.8 It is the responsibility of each member of the Job Evaluation Committee to:
- 7.8.1 Prepare adequately for every meeting;
- 7.8.2 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.
- 7.9 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.
- 7.10 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 7.6.
- 7.11 The Job Evaluation Committee may invite both the incumbent as well as the relevant manager and / or director of the post being presented for inputs to confirm if full particulars of the job were taken into account.
- 7.12 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 Unit for evaluation.

- 7.13 The Job Evaluation Committee will send a written request for job evaluation to the Job Evaluation Unit and follow the process as required by the Standard Operating Procedure of the Job Evaluation Unit.
- 7.14 The Chairperson of the Job Evaluation Committee will discuss the Provisional Outcomes Report received from the Job Evaluation Unit with the Municipal Manager and Directors / Head of Departments.
- 7.15 Managers and / or Directors who are dissatisfied with the outcome of the provisional job grade may request a review of the grading outcome in a prescribed form to the Chairperson of the Job Evaluation Committee.
- 7.16 The grounds for review must be fully motivated and can only be based on the skill levels, factors and sub factors of the T.A.S.K. Job Evaluation System and the content of the job description as submitted without any amendments to the job description.
- 7.17 The Chairperson of the Job Evaluation Committee will compile a feedback report on the Provisional Outcomes Report, submit the feedback report to the Job Evaluation Unit and request for a review or the Final Outcomes Report within fourteen (14) days of receipt of the Provisional Outcomes Report.
- 7.18 The Job Evaluation Unit shall hear the reviews within three (3) months of the request and refer it to SALGA Provincial Audit Committee for auditing.

8. MEETING RULES OF THE JOB EVALUATION COMMITTEE

- 8.1 The Chairperson of the Job Evaluation Committee shall perform the normal duties associated with such office.
- 8.2 The Job Evaluation Committee functions in terms of normally understood rules of meeting procedure.

- 8.3 A quorum shall consist of 50% plus one (1) member, and if a meeting fails to quorate, a second meeting shall be convened within seven (7) working days, and any number of members present at the second meeting shall constitute a quorum.
- 8.4 An agenda shall be prepared for every meeting or defined session of meetings and circulated seven (7) days prior to the meeting.
- 8.5 The proceedings of all meetings must be recorded in minutes with particular reference to all prescribed administrative recording requirements.

9. REGIONAL JOB EVALUATION UNIT ESTABLISHMENT, ROLES AND RESPONSIBILITIES

- 9.1 The Municipal Managers in the Region shall establish a Job Evaluation Unit which shall take responsibility of implementing and managing the job evaluation process for that Region.
- 9.2 The Job Evaluation Unit shall conduct the evaluation of all funded jobs within the West Coast Region on a quarterly basis.
- 9.3 The District Municipality shall oversee and administrate the processes of the Job Evaluation Unit. The Chairperson and Administrator for the Job Evaluation Unit shall be from the District Municipality.
- 9.4 The key role of the Job Evaluation Unit shall be to evaluate jobs within the Region in terms of the principles of the T.A.S.K. Job Evaluation System and to provide guidance to the Job Evaluation Committees within the Municipality.

- 9.5 The Job Evaluation Unit may consider requests from the Municipality where posts are being presented, for inputs and clarity regarding job content.
- 9.6 The Job Evaluation Unit will compile and submit a Job Evaluation Report to SALGA Provincial Audit Committee within seven (7) days after completion of job evaluations.

10. T.A.S.K. IMPLEMENTATION BY THE JOB EVALUATION UNIT

- 10.1 The critical elements required to implement the T.A.S.K. system in the Municipality are the following:
- 10.1.1 An established approved organogram recording the position of all posts and their designation.
 - 10.1.2 Job descriptions in the prescribed T.A.S.K. format.
 - 10.1.3 Paragraphs 10.1.1 and 10.1.2 at minimum must be used to evaluate the post using the T.A.S.K. Software and accordingly determine a T.A.S.K. Grade.
- 10.2 The T.A.S.K. Job Evaluation System implementation guidelines and training manual shall be strictly adhered to by all concerned to ensure both consistency and adequate implementation.

11. BENCHMARKING OF POSTS

- 11.1 In the event of new posts on the organogram or in the Municipality, benchmarking of that post can be done internally by the trained T.A.S.K. members if an outcome is needed urgently for, e.g. advertising purposes.
- 11.2 The benchmarked posts must be submitted to the Job Evaluation Unit for verification and evaluation of the posts at the quarterly evaluation meeting.

12. AUDITING OF RESULTS BY SALGA PROVINCIAL AUDIT COMMITTEE

- 12.1 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 Unit.
- 12.2 The Job Evaluation Unit 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.
- 12.3 The Job Evaluation Committee shall discuss the Provisional Outcomes Report received from the Job Evaluation Unit as mentioned in paragraph 7.14 and submit the feedback report or request for review to the Job Evaluation Unit as mentioned in paragraph 7.17.
- 12.4 The Job Evaluation Unit shall submit the request for the Final Outcomes Report within three (3) days to SALGA Provincial Audit Committee.
- 12.5 SALGA Provincial Audit Committee shall provide the Final Outcomes Report to the Municipality and a copy to the Job Evaluation Unit, on receipt of request and within fifteen (15) days.
- 12.6 The Final Outcomes Report of the gradings by SALGA Provincial Audit Committee will be final and binding.

13. PLACING STAFF ON A NEW T.A.S.K. GRADE AND SALARY SCALE CONDITIONS

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

- 13.1 Employees will be placed on the salary notch on the new pay scale for the applicable T.A.S.K. grade which is the closest higher salary notch to their existing salary notch.
- 13.2 Employees whose current salary notch is lower than the minimum of the applicable T.A.S.K. grade scale will be placed on the minimum of the applicable new T.A.S.K. salary scale.
- 13.3 Employees whose existing basic salary is higher than the new T.A.S.K. grade maximum will retain their existing basic salary scale on a personal to holder basis.
- 13.4 The Municipal Manager has the authority to determine the salary notch in the applicable T.A.S.K. grade scale to ensure that no salary discrepancies occur.
- 13.5 In the event of paragraph 13.3 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.
- 13.6 The implementation date for a new T.A.S.K. Job Evaluation outcome will be the first (1st) of the month following the month when the final authority has approved the new grade depending on affordability and budget availability.

14. APPEAL AGAINST JOB EVALUATION OUTCOME

- 14.1 Employees are entitled to appeal against their notified grading results in a prescribed form via the Job Evaluation Committee to the Job Evaluation Unit within six (6) weeks of notification.

- 14.2 The grounds for appeal must be fully motivated and can only be based on the skill levels, factors and sub factors of the T.A.S.K. Job Evaluation System and the content of the job description as submitted without any amendments to the job description.
- 14.3 The Job Evaluation Unit 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.
- 14.4 SALGA Provincial Audit Committee will notify the Municipality via the Job Evaluation Unit in writing of the outcome of the appeal,.
- 14.5 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.

15. 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 functions or duties hereunder to another member of staff of the Municipality.

16. COMMENCEMENT

This policy will come into force on the date on which it is adopted by the Council of the Municipality.