

# WINNIE MADIKIZELA MANDELA LOCAL MUNICIPALITY



## JOB EVALUATION POLICY

Approved by the COUNCIL on:

13 May 2022

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## 1. PREAMBLE

TASK is the uniform Job Evaluation System within the Local Government Sector. This policy must be read in the context of the TASK Job Evaluation System, TASK Job Evaluation System Training Manuals and the TASK Job Evaluation notes for the Municipal Sector.

## 2. DEFINITIONS

- 2.1. **Review:** mean an application by the Employer or an employee or group of employees who are aggrieved with the Final Outcome Job Grade.
- 2.2. **Audit Trail:** means the report generated by the TASK system detailing the skill level and corresponding factor statements, weighting and points.
- 2.3. **Factors:** means the four TASK factors of Complexity, Knowledge, Influence and Pressure.
- 2.4. **Job Description:** means a description of the content and duties of a post.
- 2.5. **Skills Level:** means the Basic, Discretionary, Specialised, Tactical and Strategic levels as per the TASK System.
- 2.6. **Sub-factors:** means the fine-tuning of sub-factors in the TASK system.
- 2.7. **TASK:** means Tuned Assessment of Skills and Knowledge
- 2.8. **TASK System:** means the TASK Job Evaluation System in terms of its rules, application, definition and terminology.

## 3. LEGAL FRAMEWORK

- 3.1. South African Local Government Association Main Collective Agreement
- 3.2. Basic Conditions of Employment Act 75 of 1997
- 3.3. Municipal Systems Act 32 of 2000
- 3.4. Employment Equity Act 55 of 1998

#### **4. OBJECTIVES OF THE POLICY**

- 4.1 To provide for the necessary structure, institutional arrangements and processes for the evaluation of jobs at Mbizana Municipality.
- 4.2 To ensure a single Job Evaluation system is implemented
- 4.3 To monitor adequate implementation of the TASK Job Evaluation System in order to achieve uniform remuneration within Mbizana Municipality
- 4.4 To provide guideline for Job Evaluation at Mbizana Municipality where circumstance result in combining certain responsibilities in one job.
- 4.5 To implement the TASK Job Evaluation System within Winnie Madikizela Mandela Municipality to achieve uniform norms and standard in the description of similar job and their grading and underpin job comparison.

#### **5. SCOPE OF APPLICATION**

- 5.1 In terms of this policy and implementation guidelines shall be applicable to all employees in service of Winnie Madikizela Mandela Municipality.
- 5.2 Municipal Manager and Managers directly accountable to the Municipal Manager in terms of Section 56 of the Local Government: Municipal Systems Act 2000 (Act No: 32 of 2000) are excluded from this policy.

#### **6. KEY PRINCIPLES**

- 6.1 All jobs shall be evaluated at least every five (5) years to confirm that no changes have been effected in the Job description for an employee
- 6.2 No Jobs at WMML Municipality shall be advertised without it having it been subjected to appropriate job evaluation process unless unless the Municipal Manager authorises otherwise.
- 6.3 The determination of job descriptions for all employees shall be the responsibility of the Municipal Manager.
- 6.4 The compilation of job description shall always be in line with the prescribed TASK format.

## **7. THE ROLES AND RESPONSIBILITIES OF MM**

- 7.1 The Municipal Manager is responsible for overseeing the implementation of the TASK Job Evaluation System in the Municipality
- 7.2 The Municipal Manager must ensure that the Manager responsible for Human Resource (or his/her delegate) matters takes full responsibility for supporting and driving the Job Evaluation implementation process.
- 7.3 The Municipal Manager shall ensure that sufficient staff and resources are allocated to support the process.
- 7.4 The Municipal Manager in terms of section 66 of the Systems Act is required to ensure that all employees have adequate job description
- 7.5 The Municipal Manager must ensure that each Senior Manager of departments within the Municipality keeps custody of the copies of job description for all posts attached to his/her office.
- 7.6 The Municipal Manager shall incorporate the Job Evaluation process responsibility in the performance contract of each and every Senior Manager reporting directly to him/her.
- 7.7 The Municipal Manager must ensure that all staff are informed on how the TASK Job Evaluation system works as required in terms of Section 67 of the Systems Act.

## **8. JOB EVALUATION PROCESS**

- 8.1 All jobs in the Municipality shall be reviewed at least every five (5) years to confirm if no changes have been effected in the job description for a given positions
- 8.2 Alternatively, if a job has changed materially, a job incumbent or his/her relevant manager may make an application through the relevant Senior Manager, that the job be re-evaluated, provided that such functions are deemed to be of a permanent nature.
- 8.3 Any request and motivation for re-evaluation of job content should be forwarded to the Job Evaluation Committee to determine whether the content did change substantially.
- 8.4 The Job Evaluation process shall be done on a continuous basis by Job Evaluation Committee for as long there are new posts being added to the structure or organogram of

- the Municipality as per Section 66 of the Systems Act. Before the organogram is changed with the proposed new positions, the job description must be compiled and evaluated
- 8.5 The Job Evaluation Committee shall ensure that the job descriptions for jobs to be subjected to evaluation have been approved by the Municipal Manager as required by the Systems Act.
- 8.6 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/or the Senior Manager of the job in question to ensure adequate information is available for the grading of the job.
- 8.7 Both the incumbent of the job and the relevant manager may complete the prescribed questionnaire which extracts information and details that the elements of the TASK System consider to evaluate jobs. This information may be used to transfer information to the job descriptions.
- 8.8 The incumbent of the job as well as the relevant manager, Director and unions shall be required to sign off the job description prior to the Job evaluation unit grading the job on the TASK System.
- 8.9 The evaluation takes place electronically with the Job Evaluation Committee representatives making an analysis for the:
- 8.9.1 determination of the skills level of the post;
  - 8.9.2 the scoring of the factors relating to Complexity, Knowledge, Influence and Pressure;
  - 8.9.3 the scoring of the sub-factors relating to Complexity, Knowledge, Influence and Pressure.
- 8.10 This scoring must be read in the context of the TASK Job Evaluation System, the SALGBC customised TASK Job Evaluation System Training Manuals if available and the TASK Job Evaluation Notes for the Municipal Sector.
- 8.11 The Job Evaluation Committee must ensure adequate evaluation / bench-marking of the job evaluation results with other similar jobs already evaluated in the local government sector.
- 8.12 The Job Evaluation Committee shall compile a report for presentation to Deloitte with full motivation for the recommended grading of the job concerned.

- 8.13 Full job evaluation documentation must be furnished to the Job Evaluation Committee seven (7) working days prior to the date of the meeting to ensure sufficient time to prepare.
- 8.14 The Chairperson of the Job Evaluation Committee shall sign off the results of the job evaluation process prior to submission same to Deloitte for auditing.
- 8.15 The Chairperson of the Job Evaluation Committee shall present the results to Deloitte.

## 9. MANAGEMENT OF REVIEWS OF GRADING OUTCOME

- 9.1 Incumbents and/or Manager and/or Directors who are dissatisfied with the outcome of a final job grade as decided by the Job Evaluation Committee may request a review of the grading outcome in a prescribed form to the Chairperson of the Job Evaluation Committee.
- 9.2 Requests for review should be lodged within 6 weeks after being informed of the final job grade.
- 9.3 The Job Evaluation Committee will refer the matter to Deloitte for review.
- 9.4 Deloitte will hear the review within 3 months of the request.
- 9.5 The outcome of the grading by Deloitte will be final and binding.
- 9.6 The grounds for review must be fully motivated and can only be based on the factors of the TASK Job Evaluation System.

## 10. ADMINISTRATIVE AGREEMENT

- 10.1 The following conditions apply when placing staff on a new TASK grade and salary scale:
- 10.1.1 employees will be placed on the salary notch on the new pay scale for the applicable TASK grade which is the closest higher salary notch to their existing salary notch.
- 10.1.2 employees whose current salary notch is lower than the minimum of the applicable TASK grade scale will be placed on the minimum of the applicable new TASK salary scale.
- 10.1.3 employees whose existing basic salary is higher than the new TASK grade maximum will retain their existing basic salary scale on a personal to holder basis.
- 10.1.4 in the event of paragraph, annual cost of living adjustments as determined by the 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.

10.1.5 the implementation date for a new TASK JE outcome will be the 1st of the month following the month when the final authority has approved the new grade.

## 11. POLICY REVIEW AND REPORT

11.1 The policy document shall be reviewed annually and/or when deemed necessary especially if there is a change in Collective agreement or legislation and submitted as part of the budget approval process.

Signed on the 20 day of 06 2022

  
MUNICIPAL MANAGER

