

STANDBY ALLOWANCE POLICY

<u>Policy:</u>	<u>Effective Date:</u>
Approved:	<u>Review Date: 31 March 2020</u>

Notwithstanding the review date herein. This policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

1. Policy

- 1.1 The policy applies to all employees receiving a standby allowance from the municipality.
- 1.2 A standby allowance will be payable to operational employees calculated as per Basic condition of services as may be determined from time to time.

2. DEFINITION

- 2.1 Standby is the written instruction to an employee (who can be relied on when needed) to be on standby, because of the possibility that there might be unplanned and unpredictable or emergency work to be undertaken outside normal working hours.
- 2.2 Standby allowance is payment as a result of having worked standby and requested to as such.
- 2.3 Emergency work refers to work that must be done without delay because of circumstances for which the employer could not reasonably have been expected to make provision and which cannot not be performed by employees during their ordinary hours of work. Emergency work excludes the performance routine maintenance work outside normal working hours.

3. SCOPE AND APPLICATION

3.1 Where the Council requires an employee to be available for the performance of duty outside his normal working hours, the employee shall be entitled to standby allowance.

3.2 The standby allowance shall only be payable on the following conditions:

- a) When the employee is required to be available for duty for a period of at least 8 hours during a 24 hour period (based on a 40 hour working week) after normal working hours, for a maximum of one week (7 days) at a time.
- b) An employee cannot be required to be on standby duty for more than 2 weeks per month.

3.3. The standby allowance shall not affect or be affected by any remuneration for overtime worked by the employee during the period of standby duty.

4. GENERAL

- a) Standby duty is subject to the provisions of the Collective Agreement on the Conditions of Service, and the provisions of this policy. In case of conflict between this policy and the provisions of the Collective Agreement on the Conditions of Service, the provisions of the Collective Agreement will prevail.
- b) Standby duty is subject to prior written approval by a competent authority and no standby may be worked without such written approval being obtained. The competent authority may give verbal approval to the working of such standby provided such approval is followed-up with a written confirmation
- c) Competent Authority can only be from officials with delegated authority.
- d) Standby only commences after completion of an employee's ordinary daily working hours.
- e) Standby can only be claimed for actual hours worked.
- f) Standby will strictly be for unplanned, unknown, unforeseen and emergency work and would be approved only for certain categories of employees agreed upon by the specific Directorate as employees authorized to be working standby.
- g) Directorates to send the list to the salaries subsection within finance and as well as to the Human resources subsection within corporate services. The list can only be updated by the specific Director in that directorate.

5.

5. EXCLUSIONS

- a) The following personnel are excluded in terms of this policy and cannot work standby except approval has been granted under conditions to be considered and approved by the Accounting Officer. Employees employed from post level 1

b) Employees whose job function is not classified as essential services, except where prior approval has been obtain from the directorate.

7. In exceptional cases the Accounting Officer (Municipal Manager) may consider to
1. approve standby allowance base on the principle of unavailability

1. POLICY ADMINISTRATION

Responsibility and authority to implement this policy is with the Municipal Manager or his delegated officials.

2. ELIGIBILITY

3.1.

3. AUTHORITY

Formulation Policy : Director Corporate Service

Authorization Policy : Council

Maintenance Manager : Manager Human Resource