



Maruleng Local municipality

**HUMAN RESOURCES' PROCEDURE
MANUAL**

2023/2024

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1. PREAMBLE

The Municipal Systems Act requires Municipalities to develop and put systems and procedures in place that will promote efficient and effective human resources management that is responsive to the needs of both the employer and the employee.

2. LEGISLATIVE BACKGROUND

- 2.1. Basic Conditions of Employment Act, 1997 (Act, no. 75 of 1997)
- 2.2. The Labour Relations, Act no. 55 of 1995 as amended
- 2.3. The Skills Development Act, (Act no. 97 of 1998) as amended
- 2.4. The Occupational Health Act, (Act no. 95 of 1995 as amended)
- 2.5. The Main Collective Agreement on Conditions of Services entered into between, SALGA, IMATU and SAMWU
- 2.6. Compensation of occupational and Injuries & Diseases Act as amended
- 2.7. Employment Equity Act as amended

3. OBJECTIVES

The Human Resources procedure manual is aimed at guiding Maruleng Local Municipal staff on Human Resources functions in terms of legislation. It also serves as a tool that guides the interpretation of the Human Resources Policies by all directorates.

4. SCOPE OF APPLICATION

The Human Resources Procedure manual is applicable to all employees of the municipality.

POLICIES GOVERNING THE HUMAN RESOURCES

The following policies are applicable and inform the Human Resources Management:-

- (a) Recruitment and retention strategy
- (b) Overtime policy
- (c) Occupational Health and Safety policy
- (d) Personal Protective Equipment Policy
- (e) Training and Development policy
- (f) Staff study bursary policy
- (g) Leave policy
- (h) Stand by policy
- (i) Shift work policy

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5. FUNCTIONS OF THE HUMAN RESOURCES MANAGEMENT

The Human resources comprises of the following functions:

- Recruitment and selection
- Human Resources administration,
- Labour relations
- Skills Development
- Occupational Health and Safety
- Personnel records Management
- Organisational design

5.1. RECRUITMENT AND SELECTION

PURPOSE

The recruitment and selection process are guided by the Staff Provisioning policy of the municipality and the purpose is to recruit and select the best possible candidate in terms of the selection criteria.

PROCEDURE

5.1.1. ADVERTISING

- (a) The respective department request for approval to fill a vacancy by the Municipal Manager
- (b) After approval by the Municipal Manager, the directorate send to the Human Resources with a job description.
- (c) The Human Resources Management verifies the existence of the position in the approved organogram and the level thereof.
- (d) The recruitment and selection division will capture the advert in terms of the specifications and send to the publishers for a quotation.
- (e) On receipt of the quotation, the Municipal Manager signs and approve the quotation.
- (f) Human Resources requisition an order and send to the publisher for advertising.
- (g) The advert is published in the local newspaper and thereafter in the national newspaper for a period of fourteen days.
- (h) Item A-C applies in terms of internal adverts.
- (i) Internal adverts will be advertised internally for a period of seven days.

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5.1.2. RECEIPT OF APPLICATIONS

(a) The Personnel Records Officer receives applications and record them.

(b) The last day of the closing date in terms of the advert will be regarded as closing date for receiving applications.

5.1.3. SCREENING OF THE APPLICATIONS

- (a) The Human Resources Management will screen the applications in order to meet with the requirements of the advert.
- (b) The data capture will capture all applications in terms of the name of the candidate, gender, qualifications and experience and telephone number into a long list.
- (c) After capturing, the Human Resources Officer-staffing will verify the correctness of the long list.
- (d) The Director-Corporate Services appoint a short listing panel in consultation with the relevant department.
- (e) The panel comprises of not more than five members of which one should be from the Human Resources division.
- (f) All the members must be occupying positions that are higher than the position under selection.

5.1.4. SELECTION PROCESS

5.1.4.1. Short listing process

- (a) The Human Resources will decide on the date and venue of the short listing process and notify all affected.
- (b) The short listing panel will sign the disclosure register.
- (c) The Panel will peruse the CV of each candidate to determine the qualifications (which should have been attached) and the experience against the advert.
- (d) The short listing panel select five candidates who best meet the requirements of the position in terms of staff provisioning policy.
- (e) The Human Resources compile a short listing report for the Municipal Manager's approval.
- (f) The shortlisted CV's are sent to the Risk Office for verification of qualifications and will be returned to Human Resources with results.

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5.1.4.2. Interviewing process

- (g) The Human Resources decides on the date, time and venue of the interviewing process and notify the panel concerned.
- (h) External Candidates are notified of the interviews process within five days before the date of the interviews whereas internal candidates will be notified within three days
- (i) An interviewing process unfolds and members of the panel sign a disclosure register
- (j) During the interview process, the candidate will have to show an insight of the knowledge and experience for the job.
- (k) The best candidate with the highest score is recommended for appointment by the panel, followed by the next
- (l) The interview report with recommendations of the best employee to be appointed is approved by the Municipal Manager.

5.1.4.3. Appointment

- (a) The Candidate is informed within a month of his/her success in the position.
- (b) The unsuccessful candidates will also be notified of the outcome of the interview
- (c) An appointment contract is drawn for the employee and signed by the Director – Corporate Services.
- (d) The appointed employee submits a letter of acceptance of the position.

5.1.4.4. Benefits

- (a) Depending on the position, the appointment contract make mention of all the benefits that the appointed employee is entitled to.
- (b) Positions from post level five (5) to one (1) are entitled to vehicle allowance benefits and cellphone allowance.
- (c) Level three (3) to one (1) enjoy a further benefit of 3g cards.
- (d) All other employees are entitled to pension, housing, medical, study and training benefits.

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5.1.5. INDUCTION PROCESS

PURPOSE

To welcome the newly appointed employee and introduce him/her to the conditions under which he/she is employed including explanation of the rights and benefits as an employee of the municipality.

5.1.5.1. INDUCTION ON PERSONNEL BENEFITS

PROCEDURE

- (a) On the first day of the employee reporting to work, the Human Resources section welcomes the newly appointed employee.
- (b) The Manager: Staffing shall have prepared the employment contract of the newly appointed employee which stipulates the type of appointment i.e contractual or permanent appointment
- (c) The newly appointed is provided with the following:
 - (i) Job description
 - (ii) Copy of the conditions of service
 - (iii) Code of Conduct
 - (iv) Oath of secrecy
 - (v) Copy of the induction manual
- (d) The employee shall sign the Code of Conduct and acknowledge receipt of the Conditions of service.
- (e) The employee shall be made to sign the job description on the date of the induction.
- (f) The employee shall be referred to the Commissioner of oath to sign The oath of secrecy
- (g) The employee submits his/her own, spouse and children's particulars.
- (h) He/she shall then be created on the system and allocated a personnel number.
- (i) The Human Resources Official assist the employee with completion of the pension application forms, medical aid, rental or housing subsidy.
- (j) The employee is introduced to the staff, the building and finally to the directorate concerned.

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5.1.5.2. FORMAL INDUCTION/ORIENTATION WORKSHOP

- (a) Depending on the number of newly appointed employees, the Skills Development Facilitator will convene a formal induction.
- (b) All departments are invited to make presentations during the induction process.
- (c) The Legal officer makes presentation on the Conditions of Services
- (d) The Occupational Health and Safety make presentation on the Occupational Health and Safety matters

5.2. HUMAN RESOURCES ADMINISTRATION

PURPOSE

To provide general administration to the newly appointed in terms of leave, pension funds, medical aid, retirement, death and any other employee benefits.

PROCEDURE

The under mentioned becomes the procedure to follow :-

5.2.1. LEAVE ADMINISTRATION

In terms of the Basic Conditions of Employment, the following are the types of leave applicable in the Municipal context:

- Vacation leave
- Sick leave
- Special leave

5.2.1.1. VACATION LEAVE

- (a) A five day worker employee shall be entitled to twenty four leave days per annum while a six day worker will be entitled to 27 leave days per annum. The leave days are accumulated on a monthly basis.
- (b) An employee who wants to take leave will check with the Human Resources for confirmation of leave days available.
- (c) He/she shall submit a duly signed leave application form to the Human Resources prior commencement of leave.
- (d) It is the duty of the supervisor and the employee to make sure that the approved leave is submitted to Human Resources for processing prior going.
- (e) The leave must be recorded and captured within three days after submission.

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6.2.1.2. SICK LEAVE

- (a) An employee shall accrue sick leave days on the first day of service and will be entitled to 80 sick leave per three year cycle.
- (b) An employee shall not be granted leave on the first twenty (20) days of service with the employer.
- (c) The employee shall be required to submit a medical certificate from a registered medical practitioner if more than two (2) consecutive days are taken.
- (d) Sick leave applications should be submitted immediately upon the doctor's recommendation.
- (e) An employee who exhausted all the normal sick leave days in a three year cycle shall apply for incapacity leave on recommendation by the doctor.
- (f) Human Resources, based on the doctor's recommendation will process the leave in consultation with the relevant pension funds for approval.
- (g) Human shall inform the employee of the outcome of his/her assessed ill-health application immediately upon receipt of the pension fund's decision.

6.2.1.3. SPECIAL LEAVE

Special leave is categorized into family responsibility, study, maternity and injury on duty leave.

(I) Family responsibility leave

- (a) Family responsibility leave is applicable to an employee on the conditions stipulated in the leave policy as per the collective agreement i.e.

-When an employee's child is born, sick, dies

-When an employee's parent, adoptive parent, grandparent, adopted child, grand child or sibling dies

- (b) An employee shall submit a duly signed family responsibility leave with the supporting documents in terms of birth certificate, Dr's certificate, death certificate and proof of adoption in case of adoptive child within two days after the leave has been taken.

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- (c) In case of death an employee is required to submit the leave together with supporting documents immediately on the date of return.

(II) Study leave

- (a) An employee shall be granted two special leave for preparation and writing of exams i.e a day before the exam and the date of the examination.
- (b) An employee shall submit an application form for study leave, coupled with the examination time table five days before taking.

(III) Maternity leave

- (a) An employee who has completed twelve months with the municipality will be granted three consecutive months' paid maternity leave which equals to 65 working days.
- (b) The employee shall be expected to work back for the amount paid while on leave.
- (c) The employee shall submit to the Human Resources a duly signed maternity leave, a month before the commencement of the leave.

(IV) Injury on duty

- (a) An application for injury on duty must be submitted to the Human Resources within three days after the doctor's recommendation on the nature of injury.
- (b) Human Resources shall record and process the application within three working days.

6.2.1.4. UNPAID LEAVE/ UNAUTHORISED LEAVE

- (a) Any leave considered to be unpaid will be submitted to the Human Resources with recommendations from the directorate why the leave should be regarded unauthorized.
- (b) The Human Resources upon receipt of the leave application record and process it as unpaid.

6.2.2. PENSION FUNDS AND MEDICAL AID SCHEMES

6.2.2.1. APPLICATION FOR PENSION FUND

- (a) Newly appointed employees shall choose one of the accredited pension fund as presented by the Human Resource on the first day of reporting.

- (b) The Human Resources official shall complete application forms of the pension fund of the employees' choice and send it with necessary attachments.
- (c) The HR official shall inform submit the application forms of the choice of pension fund the newly appointed has chosen so that they direct deductions correctly.

6.2.2.2. MEDICAL AID SCHEMES

- (a) An employee optionally chooses a medical aid of his/her choice among those accredited by SALGA by completing necessary application forms.
- (b) The Human Resources shall send the completed forms to the relevant schemes reflecting the total contributions per month.
- (c) Upon confirmation of the scheme, Human Resources shall send an approval for the amount to be deducted from the medical aid scheme of 40% of the monthly contributions from the employee and 60% from the employer to the payroll.

6.2.3. DEATH CLAIMS PROCESS

6.2.3.1. FUNERAL CLAIMS

- (a) The family of the deceased shall report death of an immediate family member to the Human Resources division.
- (b) The Human Resources shall advise the family of the requirements to claims for funeral cover.
- (c) Human Resources shall notify Council and all employees of the death and arrange for memorial service.

6.2.3.2. DEATH CLAIMS

- (a) The Human Resources will assist all immediate members of the deceased aged 21 and above to complete death application forms.
- (b) Children under the age of 21 do not complete as their benefits are paid into their guardian's account.
- (c) In case of family disputes, the matter is referred to the fund for intervention.

- (d) A family witness with a certified copy of his/her ID is required in case of unmarried or life partner's claim.

6.2.4. PROBATIONARY PERIOD

The employee shall serve a probationary period of six months which shall be renewable and shall not exceed twelve months after assessment has shown a deficiency on the part of the employee.

- 6.2.4.1. After the employee has completed six months with the employer, the Human Resources shall send a memo requesting for probationary comments from the respective department in respect of the employee.
- 6.2.4.2. On receipt of the probationary comments, the Human Resources shall write a letter of confirmation of permanent appointment to the employee concerned.

6.2.5. TERMINATION OF EMPLOYEES

Employees will terminate the employ of the municipality as a result of resignation, retirement, ill-health and or death.

6.2.5.1. RESIGNATIONS

- (a) An employee shall notify the employer of intentions to resign within one month prior to exiting the service.
- (b) The Human Resources receives a resignation letter that has been approved by the Municipal Manager and conduct an exit interview with the resigning employee.
- (c) The Human Resources official shall circulate an exit form to different sections to verify the resources that should be returned to the employer prior to leaving the institution.
- (d) The Human Resources will direct the payroll office on the deductions to be made against the total amount to be paid to the resigning employee, which is derived from the leave days to be paid out.

6.2.5.2. NORMAL RETIREMENT

- (a) The age of retirement will be determined by the pension fund. The current age of retirement is 65 years as guided by the various pension funds.
- (b) The Human Resources shall notify the employee who is due for retirement together with his/her directorate within three months prior the termination date.
- (c) The Human Resources will assist the exiting employee to complete the relevant termination forms (form D8) to be sent to the respective pension fund for processing.
- (d) Human Resource shall direct the payroll office of the deductions and pay outs to be made to the employee.

6.2.5.3. EARLY RETIREMENT

- (a) The current early retirement age is 55 years as guided by the various pension funds
- (b) An employee who wishes to retire on early retirement must be approved by the Municipal Manager after recommendation by the relevant director.
- (c) After receipt, the process referred to in (b and c) above shall unfold.

6.2.5.4. ILL-HEALTH RETIRMENT

- (a) The Human Resources will only process the application for ill-health retirement on the recommendations by the employee's doctor.
- (b) The Doctor in charge shall complete the application for ill-health retirement forms, which shall be sent to the respective pension fund for approval by the Human Resources.
- (c) The pension fund shall assess and inform the Human Resources of the outcome of the application.
- (d) If retirement based on ill-health has been approved by the pension fund, the process of termination will unfold i.e. completion of form D8.

6.2.6. LEAVE PAY OUTS

Regardless of the nature of termination, Human Resources will calculate the number of days available to the employee's credit and notify Budget and Treasury for pay outs. The total number of days to be paid for shall not exceed 48 leave days.

The following formula is applicable when calculating leave payouts:-

Total cost to company X 12 months / 250 annually X the number of days

6.2.7. OVERTIME WORK

- (a) Prior to working overtime, there must be approval by the Municipal Manager.
- (b) On receipt of the Overtime forms, Human Resources shall verify the number of hours worked against the approved to ensure that it complies with the Act i.e. 3 hours per day, 10 hours per week and 40 hours per month.
- (c) The Director Corporate Services shall also confirm the overtime prior to sending to the Municipal Manager for approval.
- (d) The approved overtime shall be sent to Budget and Treasury for processing.
- (a) The payroll section will calculate the overtime payouts using the formula as follows:-

FOR NORMAL HOURS

Annual salary / 2000 annual hours X 1,5 normal hours X number of hours worked.

FOR SUNDAYS and HOLIDAYS

Annual salary/2000 annual hours X 2 hours X number of hours worked.

6.2.8. ACTING ON HIGH POSITION

- (a) A directorate will write to the Municipal Manager to ask for permission to appoint an employee to act in a higher position.
- (b) On approval by the Municipal Manager, the Human Resources division writes an appointment letter to the employee to act on a higher position.
- (c) The Human Resources division sends a memo to payroll the approved request for payment of acting allowance in respect of the appointed employee.

(d) In case the employee has taken leave during the acting period, Human Resources shall notify payroll on the number of days not to be paid.

(e) The employee shall be paid acting allowance for the interrupted of less than three (3) working on the basis of:-

- illness supported by a medical certificate
- Family bereavement
- Attendance at Court

(f) Acting allowance shall be paid on the starting or minimum notch of the position in which the employee is acting.

6.3. LABOUR RELATIONS

PURPOSE

To maintain good relations with organised labour through consultations on matters affecting labour. Consultations will be done through the following committees:-

6.3.1. CORPORATE AND SHARED SERVICES COMMITTEE

- (a) The Corporate and Shared Services Committee becomes strategic committee in preparation of the Local Labour Forum.
- (b) Corporate and Shared Services Committee meeting shall be held once a month to discuss items that are to serve in the Local Labour Forum.
- (c) Minutes of the corporate and Shared Services shall be compiled within three days after the meeting has taken place and submitted to the Assistant Director- Human Resources for corrections.

6.3.2. LOCAL LABOUR FORUM

- (a) The Local labour Forum agenda is sent to all stakeholders, comprising of the Chairperson of the Corporate and Shared Services, all directorates and the organised labour, three days before the date of the meeting.
- (b) The resolutions referred by the Corporate and Shared Services committee shall become part of the items for discussion in the Local Labour Forum.

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- (c) The Human Resources' official, shall take minutes of the Local Labour and compile them within three days after the meeting was held and submitted to the Director: corporate Services for corrections.

6.3.3. HUMAN RESOURCES DEVELOPMENT COMMITTEE

- (a) The Human Resources Development Committee shall sit when there are issues to be discussed like employment equity, policies, conditions of service etc.

6.3.4. DISCIPLINARY PROCEDURES

Discipline in the Municipality shall be managed following the Disciplinary procedure as outlined in the Collective Agreement of the South African Local government Bargaining Council.

6.3.5. GRIEVANCE PROCEDURES

The main Collective Agreement shall form the terms of reference when handling Grievances in the Municipality.

6.4. SKILLS DEVELOPMENT

PURPOSE

To have competent and skilled employees who are able to perform in meeting the objectives of the Integrated Development Plan (IDP)

PROCEDURE

6.4.1. SKILLS GAP ANALYSIS

- (a) The Skills Development Facilitator, shall conduct a skills audit by liaising with departmental line managers, employees, the OHS Officer (for compliance training), and consult the IDP in identifying skills needed to accomplish service delivery in meeting the IDP objectives.

6.4.2. DEVELOPMENT OF THE WORKPLACE SKILLS PLAN

- (a) The Skills Development Facilitator shall compile an annual training report for the ending year and the skills priorities for consideration on the development of the Workplace Skills Plan.

- (b) The Skills Development Facilitator shall populate the Annual Training Report and the Workplace Skills Plan for the coming year and table in the Training Committee for approval.
- (c) The approved Annual Training Report and the Workplace Skills Plan shall be sent to LGSETA on or before the 30th June annually.

6.4.3. IMPLEMENTATION OF THE WORKPLACE SKILLS PLAN

- (a) The Skills Development Facilitator shall compile a procurement plan which outlines the specifications in terms of the training required and send to Supply Chain Management together with the requisition.
- (b) On receipt of orders on the appointed Service Providers, the SDF shall finalise the logistical arrangements with the Service Providers including the signing of the Service Level Agreement.
- (c) The SDF shall identify the learners through consultation with the directorates and in line with the skills audit and arrange for training date, time and venue.
- (d) On the date of the training, the SDF must prepare an attendance register and make the training agreement available for signing by the trainees.
- (e) On completion of training, the SDF must ensure that trainees submit their portfolios of evidence to be sent for assessment.
- (g) The SDF must always keep in contact with the Service provider to track the certificates of the learners.
- (h) The payment of subscription fees to professional institution becomes part of the implementation of the Workplace Skills Plan.

6.4.4. STUDY BURSARIES

- (a) The Skills Development Facilitator shall send an invite to internal employees for submission of applications for bursaries in line with the Workplace Skills Plan.
- (b) The Training Committee shall award bursaries to deserving employees in line with the Bursary policy.
- (c) The awarded employee will complete and submit to the Skills Development Facilitator the application for bursary form and the bursary agreement for processing.
- (o) The Skills Development Facilitator shall monitor performance of bursary holders by making sure that they submit results at the end of the year.

6.4.5. EXPERIENTIAL LEARNING

- (a) The Skills Development Facilitator shall keep a data base of applicants for experiential training which is updated on a monthly basis.
- (b) Directorates will write to the Director Corporate Services requesting the appointment of learners alternatively, the Skills Development will propose for placement of learners in different disciplines.
- (d) Learners will be appointed following the data base and in line with the discipline in demand.
- (e) The appointed learner will be placed in the relevant department where in performance will be monitored by the mentor assigned in the respective departments.
- (f) The Skills Development Facilitator will follow the Experiential Training Policy in determining the period of stay of the learner.
- (j) On completion, the learner will receive a testimonial letter.

6.5. OCCUPATIONAL HEALTH AND SAFETY

6.5.1. LEGAL APPOINTMENTS

The following legal appointments shall be done in accordance with the Occupational Health and Safety policy as approved by Council:

- (g) Appointment of Directors
- (h) Appointment of Safety Representatives
- (i) Appointment of General Machinery Regulation (GMR)
- (j) Appointment of First Aiders

6.5.2. REPORTING OF INJURIES ON DUTY

- (a) An injury on duty must be reported to the Safety officer within the end of the shift.
- (b) The OHS investigates the injury to confirm if it really happened during working hours and while the employee concerned was doing his/her normal duties assigned to him/her.
- (c) She visit the scene of accident to confirm the time of the accident and the kind of injury sustained.
- (d) The OHS complete the Employer's report of accident (WCL2 form)

- (e) The Safety officer sends the affected employee to hospital with the Employer's report (WCL2) to confirm an injury on duty
- (f) The OHS send the affected employees with form WCL4 for completing by the Doctor in charge.
- (g) The Doctor's form will determine the number of sick leave approved by the Doctor or recommendation of light duty for the employee.
- (h) The leave days shall be captured as special leave based on injury on duty.
- (i) If the employee was booked for three days and more, the Dept of labour will pay back the employer the amount equivalent to the days absent based on the salary of the employee.
- (j) Depending on the type of injury i.e. emergency, the affected employees are quickly rushed to hospital for immediate attention and the OHS will follow them with the WCL2 forms.
- (k) The OHS will forward both forms WCL2 and WCL4 and certified ID copy of the affected employee to Department of labour within seven days.
- (l) The Department of Labour will send us an acceptance letter of the reported injury with a claim number.
- (m) If the employee has to undergo check up, the OHS will give him/her a progress report (WCL 5) form for completion on the progress of the employee.
- (n) A final report on the progress of the employee shall be sent to the Department of Labour.
- (o) Department of Labour will on the basis of the Doctor's report, determine the percentage of injury, whether the injured employee should be compensated or not.
- (p) If the injury is not of a permanent in nature and do not qualify for compensation, the Dept of labour will send the affected employee a letter coupled with the objection form informing him/her of the outcome and to allow him/her to lodge an objection.
- (q) The employees will then take the letters received to the OHS Officer who will advise them in terms of the decision by the Department of Labour.

- (r) If the injury warrant for compensation, the employee affected is compensated by the Department of Labour whereas the municipality will be compensated for the number of days afforded the employee.
- (s) When the employee resumes duty form completes the WCL 6 form and send it to Department of Labour.
- (t) In the event of an injury leading to the loss of life of an employee, it is reported to Department of Labour as Fatal case.
- (u) The Occupational Health and Safety Officer submit burial claims form to the Department of labour and a declaration by the family's dependants.
- (v) Depending on the merit of the injury, the Department of Labour will either do investigations or pay the burial costs and the dependants.

6.5.3. CONDUCTING OF INSPECTIONS

In line with the OHS ACT, inspections must be conducted timeously in order to check the Municipality's compliance.

- (a) On a daily basis, the Occupational Health and Safety Officer pays announced visit to working stations to conduct inspections
- (b) Depending on the outcome of the hazards identified, they are either reported immediately to the relevant department for urgent intervention or
- (c) Recorded and forwarded to various departments on the 20th of each month for inputs on how they will address the hazards.

6.5.4. CONDUCT OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVES MEETING WITH THE REPS (SECT 17)

- (a) The health and safety reps identify hazards and risks from various departments
- (b) Risks and hazards that of an emergency in nature are immediately reported to the relevant Directorate for urgent intervention.
- (c) The Safety reps will record the normal risks and hazards identified for reporting purposes during the SHE committee meeting.
- (d) The Occupational Health and Safety Officer will issue an invite to the Safety reps for a meeting a SHE committee meeting.
- (e) In the meeting, the Safety reps will make presentations of the identified risks

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- (f) The OHS Officer consolidates all the identified risks as institutional risks.
- (g) The institutional risks will be discussed in the Institutional OHS Committee which is comprised of Senior Management of the Municipality.
- (h) The committee comes with recommendations for record keeping.

6.5.5. ESTABLISHMENT OF DEPARTMENTAL OHS COMMITTEES

- (a) In terms of section 19 of the OHS Act, departments are required to establish Departmental OHS committees to deal with risks and hazards attached to that particular department.
- (b) The Safety reps will identify the risks and hazards and make presentations to their respective OHS departmental committee.
- (c) Where possible, the risks will be addressed. If not, they are referred to the Institutional OHS committee, following the above procedure.

6.5.6. APPROVAL OF SAFETY FILES FOR CONTRACTOR'S IN THE MUNICIPALITY

- (a) Prior to appointment of construction contractors, the Department concerned must consult the OHS Officer for specifications related to OHS compliance.
- (b) The specifications become part of the tender advert.
- (c) During the evaluation of the tender, the OHS Officer should form part of the Evaluation Committee to assess the applicant's compliance to the OHS specifications. The following is checked:-
 - (i) If the Letter of good standing from Department of Labour is attached.
 - (ii) Legal appointment of employees for the contract and plans of
Training to be given to employees
 - (iii) Competent Registration Certificate in terms of Act e.g Electrical
Contractor.
 - (iv) If the Copy of the OHS Act is attached.
- (d) After the appointment of the contractor, The OHS Officer drafts a memorandum of agreement on the issue of OHS compliance.
- (e) The OHS Officer pay unannounced visit to the site for inspection of compliance to the OHS Act.

- (f) Should the contractor found not to comply, the OHS Officer will stop him until he complies to the OHS Act.

6.5.7. RETURN OF EARNINGS

In terms of the Compensations' for Occupational injuries and diseases Act, it is required of the OHS Officer to submit return of earnings on an annual basis.

- (a) The OHS Officer liaises with the payroll section to complete on line return of earnings and submit to Department of Labour before the 31st of March yearly.
- (b) The Department of Labour will assess the submission and based on the outcome, either reimburse or charge the municipality.

6.5.8. MEDICAL SURVEILLANCE

- (a) An employer shall ensure that an employee is under the medical surveillance of an occupational medical practitioner.
- (b) An initial health evaluation, carried out by an occupational health practitioner immediately or within 14 days after a person commences employment.

6.6. PERSONNEL RECORDS MANAGEMENT

6.6.1 PERSONNEL FILES

- (a) The HR clerk will keep personnel files in the cabinet, filed sequentially as per personnel number.

6.6.2. FILING OF DOCUMENTS

- (a) On receipt of document, she check the document to verify if it belong to a personnel file or the municipal records file
- (b) Verify the personnel number on the document
- (c) Verify the date of the document so that it is filed in order
- (d) Draw relevant file and file
- (e) Number the document
- (f) For easy reference of the documents in the file, the HR clerk will index the folio file.

6.6.3. RETRIEVING OF DOCUMENTS/FILES

- (a) The Assistant Director Human Resources shall authorise the retrieval of the documents or files
- (b) Upon authorisation, the Personnel Officer draws the file from relevant department in terms of the personnel number and the categorised department.
- (c) Produce document register for the authorised official to sign
- (d) The official signs for the file in terms of date, names, signature
- (e) The file can be kept by the official for three days after which a follow up is made with him/her to bring back the file

6.6.4. ACCESS TO FILES

- (a) The Municipal Manager, Director Corporate Services and Human Resources shall have access to all personnel files
- (b) Directorates shall have access to the files in respect of their departmental personnel
- (c) Individuals shall not have access to their own personnel nor other people's personnel files
- (d) Upon approval by the Director: Human Resources, an individual may be made a copy of the documents he/she requires from the file and not the whole file.

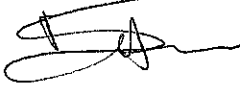
6.6.5. RETURNING OF FILES

- (a) When an official return the file, the Personnel Records Officer check the file in his/her presence to see if the file has not been tampered with.
- (b) When satisfied, she produces the document register for the official to append his/her signature
- (c) The official bringing the file should sign the document register as confirmation that he/she returned back the file in order.
- (d) The signature is in terms of names of official, date in which the file was returned and signature

6.6.6. ORGANISTIONAL DESIGN

6.6.7. OTHER DOCUMENTS

- (a) Overtime documents are filed in order per month
- (b) On receipt of attendance registers that are sent to payroll for salary payments, they are filed in order for future reference.

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