



# **OVERSTRAND MUNICIPALITY**

## **TASK JOB EVALUATION POLICY**

## JOB EVALUATION POLICY GUIDELINES FOR OVERSTRAND MUNICIPALITY

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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. SCOPE OF APPLICATION**

- 2.1 The terms of this policy and implementation guidelines shall be applicable to all permanent employees in service of Overstrand Municipality.
- 2.2 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) are excluded from this policy.

## **3. PURPOSE**

- 3.1 To implement the TASK Job Evaluation System within Overstrand Municipality to achieve uniform norms and standards in the description of similar jobs and their grading and to underpin job comparison.
- 3.2 To provide for the necessary structures, institutional arrangements and procedures for the evaluation of jobs at Overstrand Municipality.
- 3.3 To ensure a single job evaluation system is implemented.
- 3.4 To monitor adequate implementation of the Task Job Evaluation System in order to achieve uniform remuneration within Overstrand Municipality.
- 3.5 To provide guidelines for job evaluations at Overstrand Municipality where circumstances result in to combining certain responsibilities in one job.

## **4. KEY PRINCIPLES**

- 4.1 The wage curve as it applies in the local government sector shall be utilized in conjunction with other relevant authorities that are specific for certain categories of jobs.
- 4.2 All jobs shall be evaluated at least every five (5) years to confirm that no changes have been effected in the job description for a given employee.

- 4.3 No job at Overstrand Municipality shall be advertised without it having it been subjected to appropriate job evaluation process unless such a post has been evaluated within the last five (5) years.
- 4.4 The determination of job descriptions for all employees shall be the responsibility of the Municipal Manager.
- 4.5 The compilation of job descriptions shall always be in line with the prescribed TASK format.

## **5. ROLE AND RESPONSIBILITIES OF THE MUNICIPAL MANAGER**

- 5.1 The Municipal Manager is responsible for overseeing the implementation of the TASK Job Evaluation System in the Municipality.
- 5.2 The Municipal Manager must ensure that the Manager responsible for Human Resources (or his/her delegatee) matters takes full responsibility for supporting and driving the job evaluation implementation process.
- 5.3 The Municipal Manager shall ensure that sufficient staff and resources are allocated to support the process.
- 5.4 The Municipal Manager, in terms of section 66 of the Systems Act is required to ensure that all employees have an adequate description of their job.
- 5.5 The Municipal Manager must ensure that each Director / Manager of Department within the municipality keeps custody of the copies of job descriptions for all posts attached to his / her office.
- 5.6 The Municipal Manager shall incorporate the job evaluation process responsibility in the performance contract of each and every Director reporting directly to him / her.
- 5.7 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.

## **6. JOB EVALUATION COMMITTEE Composition, Roles and Responsibilities**

- 6.1 The Municipal Manager shall establish a Job Evaluation Committee to take responsibility of driving job evaluations on an on-going basis.
- 6.2 The Job Evaluation Committee shall conduct the evaluation of all jobs within Overstrand Municipality.

- 6.3 The Job Evaluation Committee shall be appointed by the Municipal Manager and shall consist of the following members:
  - 6.3.1 Chairperson (which is to be a Senior Staff member at least on a TASK Level 18 or higher);
  - 6.3.2 Four Employer Representatives (who are to be senior staff members and as far as possible representative of the directorates of the Municipality); and
  - 6.3.3 Four Employee Representatives, two SAMWU and two IMATU members.
- 6.4 Administrative support will be provided by a staff member of the Department: Human Resources appointed by the Manager: Human Resources.
- 6.5 Members of the committee must serve on the panel for a period of at least one year.
- 6.6 The Job Evaluation Committee shall convene on an ad hoc basis depending on the presentation/s due for consideration.
- 6.7 Members of the Committee shall maintain confidentiality on all scores and grading outcomes prior to formal notification and shall otherwise avoid disclosing information obtained in the process of job evaluation in a manner that may prejudice effective implementation.
- 6.8 Members of the Committee enjoy equal standing in the sanctioning of the job evaluation results.
- 6.9 It is the responsibility of every member of the Job Evaluation Committee to:
  - 6.9.1 conduct job evaluation tasks with due regard to the integrity of the TASK Job Evaluation System, its accepted rules, applications, definitions and terminology;
  - 6.9.2 seek, in so far as is reasonably possible, to reach consensus on evaluations, if consensus cannot be reached the majority vote will apply.
- 6.10 The Job Evaluation Committee has the right to request information or the further analysis or reformulation of information that is relevant to Job Evaluation in line with the requirements of the TASK Job Evaluation System.
- 6.11 A quorum shall consist of 50% plus one member.
- 6.12 The key role of the Job Evaluation Committee shall be to evaluate all jobs within the Municipality in terms of the principles of the TASK Job Evaluation System.

6.13 The Job Evaluation Committee may invite both the incumbent of the job being presented as well as his / her manager and/or the Director for inputs to confirm if the full particulars of the job were taken into account.

6.14 All Job Evaluation members shall undergo training as job evaluators.

## **7. AUDITING OF RESULTS**

7.1 The results of the Job Evaluation Committee will be submitted to Deloitte for auditing.

7.2 The audit report will be submitted to the Municipal Manager for final approval.

## **8. TASK IMPLEMENTATION REQUIREMENTS**

8.1 The critical elements required to implement the TASK system in the municipality are the following:

8.1.1 an established organogram recording the position of all jobs and their designation.

8.1.2 job descriptions in the prescribed TASK format.

8.1.3 paragraphs 8.1.1 and 8.1.2 at minimum must be used to evaluate the job using the Task Software and accordingly determine a TASK Grade.

8.2 The Task Job Evaluation System implementation guidelines shall be strictly adhered to by all concerned to ensure both consistency and adequate implementation.

## **9. JOB EVALUATION PROCESS**

9.1 All jobs in the Municipality shall, as provided for in paragraph 4.2, be reviewed at least every five(5) years to confirm if no changes have been effected in the job description for a given employee.

9.2 Alternatively, if a job has changed materially, a job incumbent or his/her relevant manager may make an application through the relevant Director, that the job be re-evaluated, provided that such functions are deemed to be of a permanent nature.

9.3 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.

- 9.4 The job evaluation process shall be done on a continuous basis by the 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 descriptions must be compiled and evaluated.
- 9.5 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.
- 9.6 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 Director of the job in question to ensure adequate information is available for the grading of the job.
- 9.7 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 considers to evaluate jobs. This information may be used to transfer information to the job descriptions.
- 9.8 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.
- 9.9 The evaluation takes place electronically with the Job Evaluation Committee representatives making an analysis for the:
  - 9.9.1 determination of the skills level of the post;
  - 9.9.2 the scoring of the factors relating to Complexity, Knowledge, Influence and Pressure;
  - 9.9.3 the scoring of the sub-factors relating to Complexity, Knowledge, Influence and Pressure.
- 9.10 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.
- 9.11 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.
- 9.12 The Job Evaluation Committee shall compile a report for presentation to Deloitte with full motivation for the recommended grading of the job concerned.

- 9.13 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.
- 9.14 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.
- 9.15 The Chairperson of the Job Evaluation Committee shall present the results to Deloitte.

## **10. MEETING RULES OF THE JOB EVALUATION COMMITTEE**

- 10.1 The Chairperson of the Job Evaluation Committee shall perform the normal duties associated with such office.
- 10.2 The committee functions in terms of normally understood rules of meeting procedure.
- 10.3 An agenda should be prepared for every meeting or defined session of meetings.
- 10.4 The proceedings of all meetings must be minuted with particular reference to all prescribed administrative recording requirements.

## **11. MANAGEMENT OF REVIEWS OF GRADING OUTCOME**

- 11.1 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.
- 11.2 Requests for review should be lodged within 6 weeks after being informed of the final job grade.
- 11.3 The Job Evaluation Committee will refer the matter to Deloitte for review.
- 11.4 Deloitte will hear the review within 3 months of the request.
- 11.5 The outcome of the grading by Deloitte will be final and binding.
- 11.6 The grounds for review must be fully motivated and can only be based on the factors of the TASK Job Evaluation System.



## 12. ADMINISTRATIVE AGREEMENTS

The following conditions apply when placing staff on a new TASK grade and salary scale:

- 12.1 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.
- 12.2 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.
- 12.3 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.
- 12.4 in the event of paragraph 12.3 above, 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.
- 12.5 the implementation date for a new TASK JE outcome will be the 1<sup>st</sup> of the month following the month when the final authority has approved the new grade.

## 13. DEFINITIONS

- 13.1 All expressions used in this policy, which are defined in the Labour Relations Act, 1995 (Act No. 66 of 1993) shall bear the same meanings as in the Act and unless the contrary intention appears, words importing the masculine gender shall include the feminine.
- 13.2 “*Review*”  
Shall mean an application by the Employer or an employee or group of employees who are aggrieved with the Final *Outcome* Job Grade.
- 13.3 “*Audit Trail*”  
Shall mean the report generated by the *TASK system* detailing the *skill level* and corresponding factor statements, weighting and points.
- 13.4 “*Factors*”  
Shall mean the four *TASK factors* of Complexity, Knowledge, Influence and Pressure.

- 13.5 “*Job Description*”                      Shall mean a description of the content and duties of a post.
  
- 13.6 “*Skills Level*”                            Shall mean the Basic, Discretionary, Specialised, Tactical and Strategic levels as per the *TASK System*.
  
- 13.7 “*Sub-factors*”                            Shall mean the fine-tuning of sub-factors in the *TASK system*.
  
- 13.8 “*TASK*”                                      Tuned Assessment of Skills and Knowledge
  
- 13.9 “*TASK System*”                            Shall mean the TASK Job Evaluation System in terms of its rules, application, definition and terminology.

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