



**STANDBY, NIGHT WORK AND SHIFT ALLOWANCE
POLICY**

2021/22

Summary

This policy provides for and compensate employees who perform night, shift and standby work and put into effect the conditions of services as agreed in the Collective Agreement on Conditions of Service. This policy also regulate performance of standby, night and shift worked In order to minimise expenditure.

Publication Date	September 2021
Review Date	
Related Legislation/Applicable Section of Legislation	Basic Conditions of Employment Act 75 of 1997 as amended
Related Policies, Procedures, Guidelines, Standards, Frameworks	<ul style="list-style-type: none"> • Labour Relations Act 66 of 1995 • Municipal Systems Act 32 of 2000 • Collective Agreement on Conditions of Service • Compensation for Occupational Injury and Disease Act 130 of 1993
Replaces/ Repeals (whichever is relevant, if any)	Subsistence and Traveling Policy 2017/ 2018
Policy Officer (Name/Position)	Human Resources Manager
Policy Officer (Phone) Remuneration of Public Office Bearers Act, 1998 Act No20. of 1998	040 6733 095
Policy Sponsor (Name/Position)	Human Resources Manager
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	Ngqushwa Municipality Employees
Key Words	N/A
Status	Draft
Council approval date	
Version	Version 1

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1. TITLE

Standby, Night Work and Shift Allowance Policy

2. PURPOSE

The purpose of this policy is to regulate the performance of standby, night and shift worked to minimise the expenditure.

3. SCOPE

3.1 This policy applies to all employees who have full protection of every section of the Basic Conditions of Employment Act

3.2 This policy will be applicable to employees earning under the threshold amount

3.3 This policy is not applicable to the following employees:-

- Municipal Manager
- Section 56 Managers
- Employees earning more than the threshold as determined by the Department of Labour

4. PROCEDURE DETAIL

4.1 Stand-by Allowance

For the purposes of service delivery, accountability and operational reasons, the following positions shall be standby based posts, namely:-

4.1.1 Employees classified as emergency/essential services in line with the Minimum Essential Services submitted to South African Local Government Bargaining Council in terms of the legislation

4.1.2 The relevant Directors shall consult with the Municipal Manager with regards to any other positions that do not fall within the ambit of 3.2 above prior to approving a request for a standby allowance for operational and service delivery reasons

4.1.3 Each Directorate shall compile a standby planning register a month in advance indicating clearly which official will be on standby and on what specific day should a need arise

4.1.4 Should an employee not be available for stand by duties will not receive the allowance, another available on the standby roster will be allocated the duties, and the unavailable employee must record his/her reasons of being unavailable in writing

4.2 Night Work Allowance

- 4.2.1 In terms of Section 17 (2) of the Basic Conditions of Employment Act, No. 75 of 1997, an employer may only require or permit an employee to perform night work, if so agreed
- 4.2.2 The employee is compensated by the payment of an allowance
- 4.2.3 Transportation is available between the employee's place of residence and the workplace at the commencement and conclusion of the employee's shift
- 4.2.4 When it is required of an employee to perform work on a regular basis after 18h00 and before 06h00 the next day, a Director must inform the employee in writing or orally if the employee is not able to understand a written communication in a language that the employee understands:-
- 4.2.4.1 of any health and safety hazards associated with the work that the employee is required to perform
 - 4.2.4.2 of the employee's right to undergo a medical examination
 - 4.2.4.3 at the request of an employee, enable the employee to undergo a medical examination, for the account of the employer, concerning those hazards
 - 4.2.4.4 before the employee starts, or within reasonable period of employee starting such work and at appropriate intervals while the employee continues to perform such work, and at appropriate intervals while the employee continues to perform such work
 - 4.2.4.5 transfer the employee to suitable day work within a reasonable time if:-
 - (a) the employee suffers from a health condition associated with the performance of night work and
 - (b) it is practicable for employer to do so
 - 4.2.4.6 In terms of Section 17 (3) of the Basic Conditions of Employment Act, No. 75 of 1997, an employee is deemed to be performing night work on a regular basis if the employee work for period of longer than one hour after 23h00 and before 06h00 for at least five (5) times per month or 50 times per year
 - 4.2.5 Only employees, whose working hours fall between 18h00 and 06h00 the next day, shall qualify for a night work allowance in addition to the shift allowance

4.3 Shift Work Allowance

- 4.3.1 Employees classified as emergency/essential services in line with the Minimum Essential Services submitted to South African Local Government Bargaining Council in terms of the legislation
- 4.3.2 In line with the South African Local Government Bargaining Council Agreement, a shift allowance shall be equal to 6% of the employee’s annual basic salary and is payable monthly
- 4.3.3 This allowance shall be increased annually in conjunction with the salary increase

5. COMMUNICATION

Circulars, messages and notices on notice boards will be utilized in order to inform all employees of the availability of the policy. Copies of the policy will also be distributed to the parties that took part in the consultation process

6. REVIEWAL OF THE POLICY

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy on annual basis. The Corporate Services Department shall request all Departments to submit their proposed changes for submission to Council for approval.

7. ROLES AND RESPONSIBILITIES

Role	Authority
<ul style="list-style-type: none"> • Create, evaluate, review and adopt the S&T Policy 	Council
<ul style="list-style-type: none"> • Implement and enforce this policy • Establish and control the administration necessary to fulfil this policy, and report efficiently and regularly to the Committee in this regard. 	Municipal Manager
Ensure that there is compliance with the Standby, Night Work and Shift Allowance Policy	Director Corporate Services

8. MONITORING, EVALUATION AND REVIEW

A report detailing the progress with the implementation of subsistence and travelling Policy with specific reference to achievement of this policy has to be compiled every year by the person with the responsibility for implementation and monitoring. The policy must be made available to all consulting parties for perusal and comment and must be circulated to all staff members by means of circulars, notices and notice boards.

9. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Standby	Is the written instruction to an employee to be on standby because of the possibility that there might be unplanned and unpredictable, urgent or emergency work to be undertaken outside normal working hours
Standby allowance	Is the payment as a result of having worked standby or being available to work on standby for any possible unplanned and unpredictable, urgent or emergency work and when requested to do as such
Standby duty	Is the period determined by the municipality during which an employee shall be available for unplanned, unpredictable, urgent, or emergency work outside his/her normal working hours
Emergency work	Refers to unplanned, unpredictable and urgent 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 be performed by employees during their ordinary hours of work and which necessitate some to always be available in attend to and protect the interest of the Council. Emergency work excludes the performance routine maintenance work outside normal working hours
Night work	Work performed after 18h00 and before 06h00 the next day
Shift work	Refers to those employees who work in excess of forty working hours per week

10. SUPPORTING DOCUMENTS

None

11. REFERENCES

None

12. APPENDIX

None

13. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL

This policy is adopted and approved by the full Ngqushwa Local Municipality Council for implementation



MUNICIPAL MANAGER

22/08/2022
DATE



MAYOR

30/08/2022
DATE