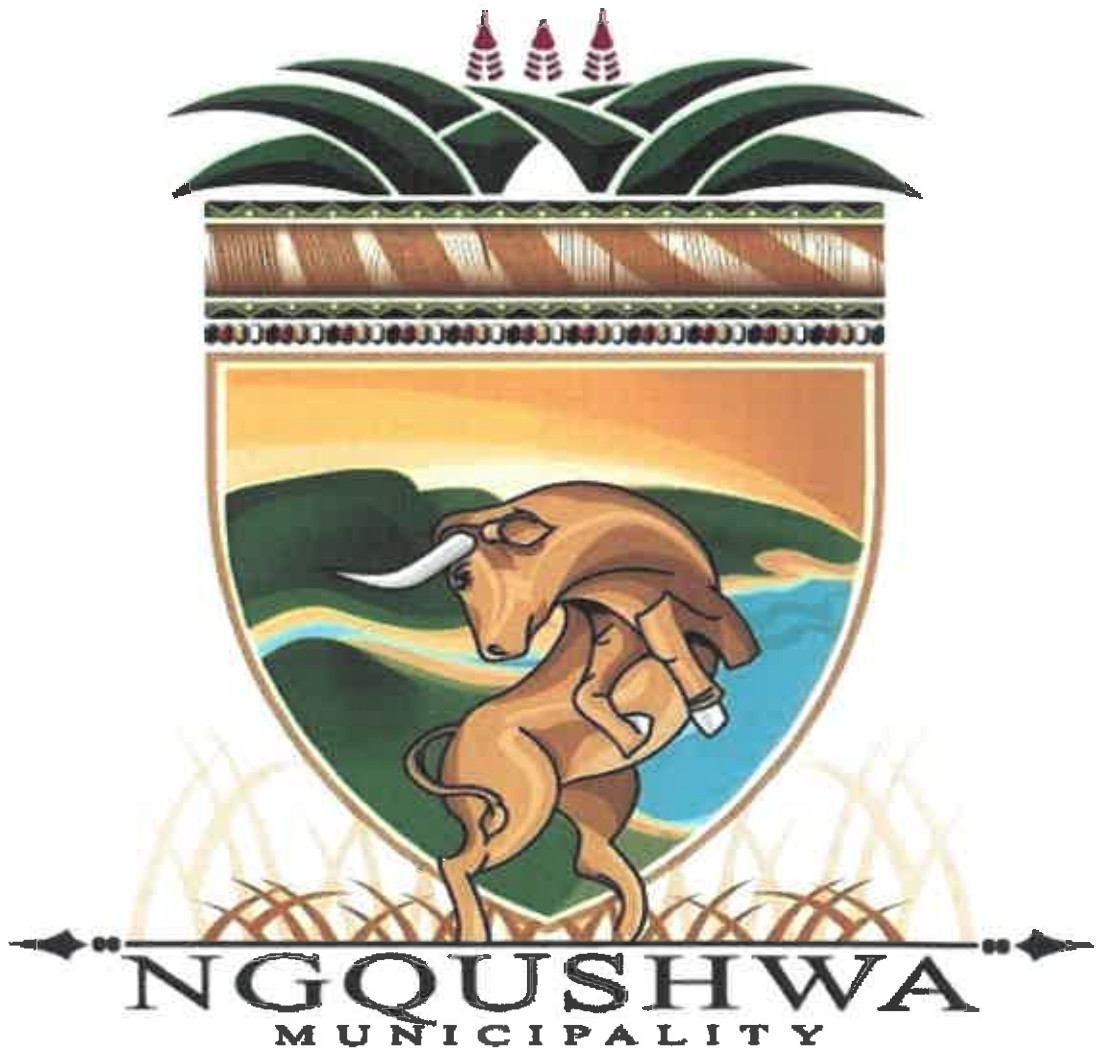


NGQUUSHWA LOCAL MUNICIPALITY



ATTENDANCE & PUNCTUALITY POLICY

2022/2023

Publication Date	11 July 2022
Review Date	19 March 2022
Related Legislation/Applicable Section of Legislation	Municipal Offices Bearers Handbook
Related Policies, Procedures, Guidelines, Standards, Frameworks	Basic Condition of Employment Act, Collective Agreement, Municipal System Act, Employment Equity Act, Municipal Staff Regulations
Replaces/ Repeals (whichever is relevant, if any)	None
Policy Officer (Name/Position)	Director Corporate Services
Policy Officer (Phone)	040 6732 081
Policy Sponsor (Name/Position)	Mkhuseli Mxekezo
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	All staff and External candidates
Key Words	Attendance and Punctuality Policy
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1. DEFINITIONS

All terminology of this policy shall bear the same meaning as in the applicable legislation.

2. PREAMBLE

All Municipal employees will work such hours and days in accordance with the operational needs and requirements of the Employer, which will not be less than forty (40) hours per week from Monday to Friday.

3. NAME OF POLICY

This is the Attendance and Punctuality Policy of the Ngqushwa Local Municipality.

4. OBJECTIVES OF POLICY

The purpose and objective of this policy is:

- 4.1 to provide a standard of attendance and punctuality for all employees. Because employees are vital to the work of Ngqushwa Local Municipality, reliable and consistent attendance is a condition of employment.
- 4.2 To provide a workplace rule for ensuring standard time for commencing duty by all the employees of the Municipality
- 4.3 To introduce administrative control mechanisms in the event of violations of the set standard of attendance
- 4.4 To ensure that fruitless expenditure is not incurred by Council as a result of employees who fail to attend agreed and confirmed Council workshops and events

5. PROCEDURE (WORKING HOURS)

- 5.1 A full-time employee must work 40 hours per week from Monday to Friday, except public holidays:

- 5.2** When a part-time position is created, the Municipal Manager must determine the working hours of such a position.
Full-time employees shall work eight hours per working day from **07:30 to 13:00** and **13:45 to 16:15**.
- 5.3** A lunch break of 45 minutes may be taken in order to deliver a continuous service in any department or other organisational unit as may be determined by the Municipal Manager after consultation with the relevant departmental head.
- 5.4** An employee shall signify that she/he is present at work not later than 07:30 and 13:45 by scanning his/her biometric access card supplied for this purpose. An employee shall, until the contrary is established, be deemed to be absent from work if she/he has not scanned his/her biometric access card as a result of this will be deemed as being absent from work as required.
- 5.5** No employee may leave her/his ordinary place of work during working hours without the express prior permission of his/her immediate supervisor.
- 5.6** No employee may arrive late for work in the morning or after any lunch break or leave early for lunch or after work without the permission of his/her immediate supervisor.
- 5.7** A supervisor must take appropriate disciplinary action against any employee who transgresses any rule in this paragraph.
- 5.8** The employer will extract automated report of all employees to verify attendants at the workplace.
- 5.9** If after such effect it found that a certain employee has faulted contrary with Rule 5.1, reporting registered less hours, HR Manager shall submit the report to head of department/ Municipal manager for disciplinary action.

6. ABSENCE

6.1 Employees are considered absent from work when absent without valid cause or reason.

6.1.1 Scheduled Absences:

Employees are to notify their supervisors as early as possible about scheduling time off from work (e.g. doctor's appointment, personal days etc), whether paid or unpaid. Scheduled absences are arranged at the mutual convenience of the Municipality and employee based on the operational needs of the department. Absence can be considered scheduled if a 24-hour advance notice is given in advance, and the absence is approved by the supervisor.

6.1.2 Unscheduled Absences:

If an employee misses work due to an unscheduled absence (e.g. Calling-in due to sickness), he/she must follow prescribed Municipal procedures for calling in. Failure to follow prescribed Directorate procedures may result into instituting disciplinary action. After ten (10) consecutive days of unscheduled absence, failure to notify and receive approval will be considered job abandonment and the employees' status can be terminated effective from the day following the last day of work.

6.1.3 Excessive Unscheduled Absences:

Excessive unscheduled absences may result in instituting disciplinary action up to and including dismissal. Supervisors will notify an employee when patterns or concerns develop that may place them at risk of being reprimanded. The following factors should be considered in determining if unscheduled absences are excessive:

- **Patterns of absence:** A pattern of absence demonstrates a predictable routine. For example, is the employee consistently absent the day after pay day, or a particular day, e.g. Monday or Friday, or always on the day before or after a holiday, etc
- **Frequency of absence:** How often does the employee have unscheduled absence? Repeated instances of unscheduled absences, such as call-ins, early departures, not reporting etc, should be considered. Even though the absences may not constitute a predictable pattern, is the employee often absent.

6.1.4 Non-attendance of council workshops, training or other scheduled events and workshops

Councillors/employees who accept/ acknowledge attendance of scheduled workshops and other Council events but fail to attend without valid reason or prior notice shall be held liable to re-imburse Council for all the expenses incurred for organizing the event concerned. An employee/Councillor must bring attendance register of the event attended as well as the accommodation printout. These expenses shall include accommodation, meals and proportional cost of facilitating the workshop/event.

Disciplinary proceedings may be instituted against any person who is found to be in breach of this provision.

6.1.4 Tardiness:

Employees are considered tardy when he/she fails to report to the assigned work area at the scheduled time. This includes returning from breaks and lunch breaks. Municipality define punctuality standards for their operations and are responsible for communicating them to employees. Employees who expect to be late are to notify the supervisor or his/her assignee according to Municipal prescribed procedures. Employees may not extend a normal workday to make up for being tardy without supervisors approval.

7. COMPLETION OF ATTENDANCE REGISTER

Where applicable, employees must use a time reporting system or attendance register to document work time and breaks from work. Absences, late arrivals, early departures, and extended breaks in the workday are accounted for on employee's time record. Failure to adhere to time reporting procedures may be grounds for instituting disciplinary procedures up to and including dismissal.

8. PROCEDURE TO COMPLETE ATTENDANCE REGISTER

- 8.1 Attendance registers are kept at the Head of the Department's office or central place where every employee has access to, and must be completed daily.
- 8.2 Unless prevented from doing so by unavoidable cause or where it is not practically possible (e.g., a person not at office or where a register is kept) every employee is required in respect of each day worked to make entries in ink on that day.
- 8.3 Employee to sign name, pay number and date of month on top of each page.
- 8.4 Each day on arrival, the employee should sign, fill in the times of arrival even if he/she is late.
- 8.5 On departure the same is applicable.
- 8.6 When employee attends work outside council, sick or on leave; a column "written remarks" must be completed putting the reason/attaching a copy of certificate.
- 8.7 At the end of each month employees must sign under "Certified Correct", date and hand to Supervisor for verification.
- 8.8 The register must be reviewed by the Head of Department on at least a monthly basis. The review should be evidenced in the register by signature.
- 8.9 The Head of Department must make sure that he/she possesses the means for making an accurate review (e.g., retain copies of staff leave application forms)

- 8.10 Department Heads are required to keep record of their attendances in the Attendance Registers and monitor each employees' electronic clocking.
- 8.11 Departmental Heads are required to reconcile manual register with the electronic register on a weekly basis.
- 8.12 Link the flow of leave forms through the system to control leave forms.
- 8.13 Provision should be made that the normal disciplinary proceedings will be followed for absenteeism from the workplace at all times.

9. DEPARTMENTAL NOTIFICATION PROCEDURE

- 9.1 Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their supervisor and in accordance with departmental procedure if they wish to arrive early or leave early from their designated working hours.
- 9.2 An employee who fails to call in and report to work as scheduled for three consecutively scheduled work days will be viewed as having abandoned their position. The supervisor should consult with Human Resources if this situation occurs.
- 9.3 Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Municipal Disciplinary Policy.

10. PENALTIES (MISCONDUCT)

Non-compliance of any of the stipulations contained in this Policy will be viewed as misconduct and will be dealt with in terms of the municipality's Disciplinary Code and Procedures.

11. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for discussion. Recommendations from the Local Labour Forum may be incorporated into the policy.

12. REVIEW OF POLICY

Council may review this Policy as and when required and must review when changes or amendments to relevant legislation of collective agreements necessitates such amendments.

APPROVED BY COUNCIL ON 08TH JULY 2022 UNDER AGENDA ITEM NO 5.1



MUNICIPAL MANAGER



MAYOR OBO COUNCIL