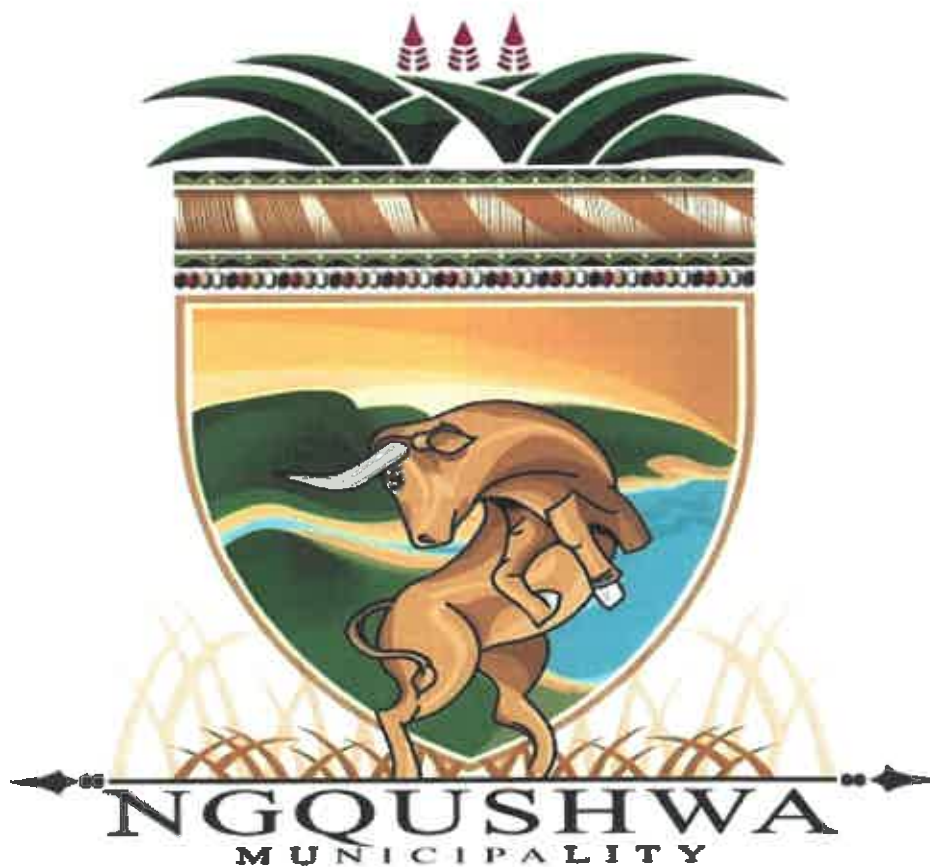


NGQUSHWA LOCAL
MUNICIPALITY



EMPLOYEE BURSARY POLICY
2022/2023

Summary

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 (Position)	<i>Director Corporate Services</i>
Policy Officer (Phone)	040 6732 081
Policy Sponsor (Position)	Mkhuseli Mxekezo
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	All staff and External candidates
Key Words	Employee Study Policy
Status	Reviewed/ Amended
Council approval date	<i>8 July 2022</i>
Version	1

REVISION RECORD

Date	Version	Revision Description
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PREAMBLE

Whereas Council acknowledges that capacity building goes hand in hand with training and the obtaining of academic qualifications;

Whereas Council is authorized to award bursaries to Ngqushwa Municipal employees to enable them:

To study at a tertiary institution established, registered and which is approved by (SAQA) the South African Qualification Authority

Whereas Council acknowledges the provision of Section 68 of Municipal Systems Act which stipulates that the Municipality must develop its human resource capacity to a level that enables it to perform the functions and exercise its powers in an economically effective and accountable manner.

Therefore the Council hereby determines the following policy for the awarding of bursaries to Ngqushwa Municipal employees.

1. POLICY NAME/TITLE

1.1 The name of the policy shall be the Employee Bursary Policy

2. POLICY PURPOSE

This policy provides officials with guidelines regarding studying and the obligations of officials who receive study assistance as provided for in this Policy

3. POLICY OBJECTIVES AND SCOPE

3.1 The objective of this policy is to enable the council to grant bursaries to employees in order to acquire the relevant qualifications so as to improve the service delivery development needs of the municipality

3.2 To prepare employees for municipal development interventions,

3.3 To ensure effective succession planning; and

3.4 To increase the employees' flexibility in the Ngqushwa Local Municipality

4. COMMENCEMENT AND VALIDITY

The policy shall come into full force and effect upon the acceptance hereof by the Council of NGQUSHWA.

5. POLICY DEFINITION

- 5.1 **"CFO"** means the Chief Financial Officer appointed in terms of Sec 80(2) of the MFMA including any person acting in that capacity
- 5.2 **"Council"** means a municipal council of Ngqushwa Local Municipality
- 5.3 **"Councillor"** means a member of the municipal council
- 5.4 **"Delegated Authority"** means the official who is given the authority to perform functions in terms of the department's written delegations.
- 5.5 **"Director"** means a person appointed in terms of Section 56 of the Local Government: Municipal Systems Act No 32 of 2000
- 5.6 **"Municipality"** means Ngqushwa Local Municipality (also referred to as "NGQUSHWA"). A local government and legal entity with full legal capacity as contemplated in section 2 of the Systems Act read with the provision of the Chapter 7 of the Constitution and Section 12 and 14 of the Structures Act.
- 5.7 **"Official"** shall mean all persons in the employment of the municipality,

6. LEGISLATIVE FRAMEWORK

This policy is established within the framework of the following legislation and related regulation, *namely*

- 6.1 South African Qualifications Authority Act, 58 of 1995 (Lays a foundation for NQF)
- 6.2 Employment Equity Act, No 55 of 1998
- 6.3 NGQUSHWA Performance Management System
- 6.4 Local Government: Regulations on Appointment of Conditions of Employment of Senior Management, promulgated in the Government Gazette on 17 January 2014, No. 37245.

7. POLICY /PROCEDURE AND TARGET AUDIENCE

This policy is applicable to all councilors and permanent officials of the NGQUSHWA

8. GENERAL PROVISIONS

- 8.1 The responsibility for the interpretation, application and evaluation of this policy shall be vested in the Municipal Council and its employees by delegation,
- 8.2 Bursary shall be granted to an employee or Councilor for any course, which is applicable to the functions and activities of Ngqushwa Local Municipality and that, is relevant for the career path planning and in a recognized educational or academic institution,
- 8.3 Recognized educational or academic institution where it appears in this policy shall be taken to refer to one of the following
- a. South African University
 - b. TVET/TUT
 - c. Technical College or a Technical Institution
 - d. A government/SAQA approved institution
 - e. Any other appropriate institution as approved by the Municipal Manager
- 8.4 Bursary shall be granted to employees who are permanent employees of Ngqushwa Local Municipality,
- 8.5 The authority to award bursary in terms of this policy is hereby delegated to the Office of the Municipal Manager.

9. POLICY PROCEDURES

9.1 Criteria and Conditions for Granting of Bursary

- 9.1.1 The courses or subjects selected shall be confined to those directly linked to the operational activities of the municipality, especially espoused in the Integrated Development Plan including the functional career development activities of the specific employee or applicant,
- 9.1.2 Should the request for study allowance and/or leave concession not comply with the above mentioned, an employee will be requested to provide motivation for career change, provided that such career change is in the interest of the organization,
- 9.1.3 Study aid and leave applications must be properly motivated and supported by the Head of Department in conjunction with the Skills Development Facilitator, for recommendation to the Bursary Committee and the Municipal Manager

- 9.1.4 Bursary shall be granted to employees who are permanent employees of the Municipality and have applied in writing for a bursary,
- 9.1.5 Upon termination of service between the employer, the employee or Councilor the municipality will cease to pay for the employee's studies
- 9.1.6 An Employee or Councilor will only qualify for the bursary after 12 months of continuous employment including probation.
- 9.1.7 Any person who has studied with a municipal bursary and obtained qualification will stay with the municipality for the period of two years
- 9.1.8 Council will not pay for the subjects failed.
- 9.1.9 Applicants are expected to complete their course within the prescribed period, with a further 2 years extended/grace period.
- 9.1.10 For courses with less than 3 years prescribed period, a further 12 months extended/grace period will be given

9.2 Criteria for Allocation of Study Aid

- 9.2.1 Subject to availability of funds, all studies must be undertaken at an approved institution, unless otherwise decided by the Municipal Manager and the following guidelines will be used to prioritise the applications,
 - a. Priority Number One – Employee who are currently study aid holders, and must complete their studies
 - b. Priority Number Two- Employees who want to study towards their first qualification up to including Grade 12
 - c. Priority Number Three- Employees who must obtain a qualification in order to meet the requirements of the post which they currently occupy
 - d. Priority Number Four- As determined in the workplace Skills Plan, IDP and Employment Equity Plans
 - e. Priority Number Five- Employees who are studying for self-development within the context of local government and public service in general

9.3 Amounts and payment

- 9.3.1 The amount awarded to the employees or Councilor shall not exceed R20 000.00 per annum for undergraduate studies and R40 000.00 per annum for post-graduate studies and shall be payable to the account of the Institution concerned in one installment, in advance.

- 9.3.2 Any money unexpended after all fees and charges have been met, shall be applied in such a manner as the said Registrar or the Principal shall, in consultation with the employees, decide as being in the best interest of the employees, on condition that no amounts whatsoever shall be refunded directly to the employees,
- 9.3.3 Employees or Councilors will be assisted with accommodation and transport for attending classes, exam and class fee,
- 9.3.4 The granting of a bursary is further subject to the condition that the employees or councilors perform satisfactorily in his/her studies,
- 9.3.5 For purposes of this policy an employee shall be deemed to perform satisfactorily if he/she passed at least 55% of the prescribed courses for the previous year,
- 9.3.6 Should the applicant not pass the 55% of the courses, he/she will not qualify for the bursary for the subsequent year,
- 9.3.7 On submission of sufficient proof of payment any funds which are not utilized for payment of enrollment fees, class fees, tuition fees or course fees, may be directed towards payment for books, course materials or necessities in connection with the course as the case may be,
- 9.3.8 If an employee or Councilor submits proof of payment of any amount referred to in 1.1 above, he/she shall be refunded as such provided that the amount referred to in paragraph 1.1 is not exceeded.

9.4 Employees Duties

- 9.4.1 The employee or Councilor shall enroll timorously for the course and write any tests and examinations as prescribed,
- 9.4.2 The employee shall inform the Council of any aspects regarding the course, as and when required, and the Council shall be duly authorized to gain any such information in whichever manner he deems necessary,

9.4.3 The employee shall provide the Municipal Manager with a copy of his/her examination results for each completed semester or year if the courses enrolled for are deemed as year courses within 7 days after the employee received such results.

9.5 Duties of the Council

The council undertakes

9.5.1 To permit the employees to register for the course

9.5.2 To pay the registration and tuition fees for the employee as provided in this policy

9.6 Composition of Bursary Committee

9.6.1 The Bursary Committee shall be composed of the following:

- a. Director Corporate Services
- b. Manager office of municipal manager (Coordinator)
- c. Manager Human resource
- d. Skills Development Facilitator- Secretariat
- e. IMATU Representative as observer
- f. SAMWU Representative as observer

10. RECORD AND REPORTING

10.1 Data related to the implementation of the policy and processes should be captured, analysed to determine trends to facilitate improvements. This information should be registered and evaluated by the municipality,

10.2 The alignment of the data should be done with Municipality's Performance Management System, Rewards and Incentives, Employment Equity and Workplace Skills Plan

11. REVIEW OF POLICY

This policy may be reviewed annually by Council

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

5.1

MUNICIPAL MANAGER


MAYOR OBG COUNCIL