

# OVERBERG DISTRICT MUNICIPALITY

## EXTRA SERVICE ALLOWANCE POLICY



<b>Council Resolution No</b>	: A 73
<b>Date</b>	: 18.08.2014
<b>Municipal Manager</b>	: <i>[Signature]</i>
<b>Executive Mayor</b>	: <i>[Signature]</i> acting Mayor <i>[Signature]</i> J de Wit Louwson 2014.09.08
<b>Reference No</b>	: 7/1/2/1
<b>Municipal Code No</b>	: P-E-04

# OVERBERG

DISTRIKSMUNISIPALITEIT  
DISTRICT MUNICIPALITY  
UMASIPALA WESITHILI



## EXTRA SERVICE ALLOWANCE POLICY

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POLICY PURPOSE:

The municipality must take extraordinary measures to ensure that service delivery is not interrupted or deteriorate because a post is vacant or the incumbent is unable to do his/her functions and duties.

CIRCUMSTANCES:

The extra service allowance is payable to an employee in the following circumstances:

1. In terms of Council's delegations, it is expected from an employee to execute additional duties and responsibilities, for at least 10 consecutive days, including public holidays.

OR

2. In terms of Council's delegations, it is expected from an employee to execute additional duties and responsibilities of a vacant, equivalent or lower position for at least 10 consecutive days, including public holidays.

PROCEDURE:

1. In cases of merit with the necessary written motivation of the supervisor to the Manager of the Department (as per delegation powers), an application for payment, signed by the Manager of the Department are send to HR for implementation.
2. A 15% remuneration allowance for additional service rendered will be payable, calculated from the salary notch of the employee executing the additional duties and job responsibilities shall be paid to the employee for a specific period.
3. An employee will not be paid an extra service allowance whilst he/she is on any form of leave or any other absence during the period.
4. It may not be expected from an employee to execute additional duties and responsibilities for a continuous period of more than three (3) months.
5. The written instruction, to be issued by a higher position in accordance with the delegated powers as approved by Council.

EFFECTIVE DATE

This policy shall come into effect on the date which it was adopted by Council and shall remain in full force and effect until it is reviewed, revoked or amended by Council.

ROLES

1. The policy applies to all employees, with the following exceptions –
  - This policy excludes all section 57 employees.

RELATED POLICIES/LEGISLATION

1. Basic Conditions of Employment Act, 75 of 1997



**EXTRACT FROM THE COUNCIL MINUTES HELD ON 18 AUGUST 2014**

Item A73. 18.08.2014

**POLICIES**

(Ref.: 7/1/2/1)

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JCP Tesselaar : Director Management Services / CFO

**PURPOSE**

The purpose is to present to Council the following policies:

- Quality Management Policy (To accredited the Fire Station and other training facilities of the ODM as Training facilities with LGSeta)
- Acting Allowance Policy
- Extra Service Allowance Policy
- Overtime Policy

**BACKGROUND**

The above mentioned policies served before the LLF on 25 March 2014, and were referred back to the Unions for final input. During the LLF of 23 May 2014 the Unions were given extension for input, until 3<sup>rd</sup> June 2014.

No further input was received from any of the Unions.

**FINANCIAL IMPLICATIONS**

None

**ATTACHMENTS**

- Quality Management Policy
- Acting Allowance Policy
- • Extra Service Allowance Policy
- Overtime Policy

**RECOMMENDATION FROM THE MAYOR COUNCIL**

That the Quality Management Policy, Acting Allowance policy, Extra Service Allowance policy and Overtime policy, be approved by Council.

**UNANIMOUSLY RESOLVED:** (Proposed by cllr L de Bruyn and seconded by cllr

The Quality Management Policy, Acting Allowance policy, Extra Service Allowance policy and Overtime policy, is approved by Council.

