

EXTRACT FROM THE COUNCIL MEETING HELD ON 24 MAY 2021

Item A138. 24.05.2021

HUMAN RESOURCE POLICIES

L Potgieter: Senior Manager: Corporate Services

(Ref.: Bundle)

PURPOSE

To recommend new policies to Council for approval.

BACKGROUND

On 7 December 2020, the following three (3) policies were submitted to Council for approval, that is:

- Recruitment & Selection Policy;
- Time-off to attend Funerals or Memorial Services Policy; and
- COVID-19 Workplace Policy

DISCUSSION

Of the three (3) policies recommended to Council for approval, only the Recruitment and Selection policy was adopted by Council on the abovementioned date. The latter policy is an existing policy. In view of the fact that the Policy on Time-off to attend Funerals or Memorial Services and the COVID-19 Workplace Policy were both new policies, Council resolved that the two policies be presented in a workshop before being approved.

The workshop took place on 29 March 2021. Subsequently, it was pointed out that paragraph 6.9 of the Covid-19 Workplace Policy requires employees who cannot perform their functions remotely (from home) to take leave for the period. As employees in this position will be disadvantaged if they were required to put in leave for the period, the abovementioned paragraph was amended to read as follows:

- (a) By deleting the following sentence from the first paragraph of paragraph 6.9:
- “If such employee cannot work from home, the taking of leave should be considered; if leave is not possible, such employees must be screened daily and wear masks and gloves at all times while at work.”*
- (b) By substituting the deleted sentence with the following : *“Employees who are unable to work from home as a result of the nature of their work, must be provided with all the necessary PPE to perform their functions safely.”*

No additional amendments were made to the Policy on Time-off to attend Funerals or Memorial Services.

LEGISLATIVE FRAMEWORK

- Disaster Management Act, 57 of 2002 and Regulations (published in Government Notice 318 of 2020 on 17 March 2021, as amended)
- Occupational Health and Safety Act, 85 of 1993.

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

ATTACHMENTS

Annexure A: Covid-19 Workplace Policy

Annexure B: Policy on Time-off to attend Funerals or Memorial Services.

UNANIMOUSLY RESOLVED: (Proposed by Cllr L Ntsabo and seconded by Cllr C Resandt)

1. That Council approve the Policy on Time-off to attend Funerals or Memorial Services.
2. That Council approve the subsequent amendment to paragraph 6.9 of the Covid-19 Workplace Policy as described in paragraphs (a) and (b) above; and
3. That Council approve the COVID-19 Workplace Policy.