

MOPANI DISTRICT MUNICIPALITY



CORPORATE SHARED SERVICES

JOB EVALUATION POLICY

VERSION 2

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Abbreviations	Definitions
MDM	Mopani District Municipality
EM	Refers to the Executive Mayor
MMC	Members of the May oral's Committee
EA	Executive Authority, refers to the member of the Executive Council.
MM	Municipal Manager
SMS	Senior Management Services
HRM	Human Resource Management
OD	Organisational Development
T.A.S.K	Tune Assessment of knowledge and skills, refers to the Job evaluation software programme introduced by SALGA to evaluate jobs.
JE	Job Evaluation
JD	Job Description
JE Committee	Refers to a member of the JE Committee who has received training to serve as a JE Committee member.
PAC	Provincial Audit Committee
JOB Analyst	Refers to an OD officer who, after being trained to evaluate jobs, is actively involved in job analysis.
Job Weight	Refers to the numerical value assigned to a job to reflect selected characteristics of the job as measured by the Job evaluation System (T.A.S.K)
Salary Range	Refers to a set of salary notches, from a minimum to maximum ,within salary level(s) linked to a specific grade and by extension , to a set of job weight ,specific notches denote the beginning and end of the range.

1. PREAMBLE

- 1.1 The Mopani District Municipality is committed to ensure that all jobs are correctly evaluated, and thereby provides the basis for a fair and orderly grading structure that underpins its commitment to equal pay for work of equal value.

2. Purpose

- 2.1 The purpose of the policy is to ensure that the process of job evaluation is both equitable and transparent, irrespective of the size or level of the job, in order to:
- 2.1.1 Determine the intrinsic worth of all jobs
 - 2.1.2 Systematically assess the degree of complexity of the job content, discretion and requirements, independent of any preconceived standards of remuneration and without regard to the qualities and performance of the incumbent of the job
 - 2.1.3 Create a rational rank order of jobs, and job structure based on a system that is readily understood, fair and defensible, for all stakeholders (e.g. Human Capital, management, staff members and representative staff member union)
 - 2.1.4 Create a rational basis for establishing competitive salary ranges that take internal equity into account, apart from other factors such as national labour market surveys (for external pay equity), skill and performance
 - 2.1.5 Provide Human Capital management with key data for organisational design, recruitment and selection, performance management, training and development, career planning and pathing, and succession planning

3. Objectives.

- 3.1 To implement the TASK Job Evaluation system within the local government sector.
- 3.2 To achieve uniform norms and standards in the description of similar jobs and their grading across the municipal sector.
- 3.3 To provide for the necessary structures, institutional arrangements and procedures for the evaluation of jobs in municipalities.
- 3.4 To ensure that a single job evaluation system is implemented to avoid remuneration disparities for similar categories of municipalities within the Local Government Sector.

4. Scope of Application

- 4.1 The Job Evaluation Policy is applicable to all employees / officials in the Municipality except;
- 4.1.1 Municipal managers and managers directly accountable to Municipal managers in terms of Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended).

5. Legislative Framework

This policy has been drafted within the following legislative framework:

- 5.1 Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996)
- 5.2 Municipal Systems Act, 2000 (Act No. 32 of 2000)
- 5.3 Municipal Structures Act, 1998 (Act No. 117 of 1998)
- 5.4 Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- 5.5 Labour Relations Act, 1995 (Act No. 66 of 1995)
- 5.6 Employment Equity, 1998 (Act No. 55 of 1998)
- 5.7 Skills Development Act, (Act No. 97 of 1998)
- 5.8 Local Government: Regulations on appointment and conditions of employment of senior managers, 2014
- 5.9 Local Government: Municipal Staff Regulations, 2021
- 5.10 Local Government: Guidelines for the Implementation of the Municipal Staff Regulations, 2021

6. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the Regulations or applicable legislation, or as defined and / or explained in the Glossary of Terminology in the Human Capital Policies Manual.

7. PROBLEM STATEMENT

- 7.1 Job evaluation is concerned with the qualitative aspects of the job as opposed to the quantitative, this is not the amount of work allocated to a job which is primarily measured but its relative demands, complexity, responsibility and the competencies required to carry out the job effectively.
- 7.2 The reason for focusing on the type of work undertaken rather than the volume is that volume frequently varies overtime, whereas qualitative aspects of the job are usually more stable and therefore provide a more reliable basis for measuring job weight.

8. POLICY PROVISIONS

8.1 Job Evaluation Principles

- 8.1.1 Job evaluation shall ensure that work done at similar levels have a similar salary range so that disparities or inequalities in the payment of salaries are minimised.
- 8.1.2 Every staff member is entitled to know the grade of the post that he or she occupies.
- 8.1.3 Posts shall be evaluated –
 - a) within six months of a material and permanent change to the job content of or job requirements for a post; or
 - b) before a new post is filled.

- 8.1.4 The head of the relevant department and the manager responsible for organisational development / Human Capital shall provide the job evaluation committee with their representations as to whether the job description has materially and permanently changed.
- 8.1.5 The evaluation of the job may result in the job being –
- a) upgraded
 - b) downgraded; or
 - c) remaining on the same grade (Status Quo)
- 8.1.6 All jobs shall be evaluated using the Council-approved Job Evaluation System (TASK)
- 8.1.7 Job evaluation shall centre on the job, and not the staff member performing the job.
- 8.1.8 All jobs shall be evaluated as they are, not as what the evaluator or incumbent imagine it could or should be.
- 8.1.9 Job evaluation shall not be used as a means to a promotion or reward, though a properly authorised job evaluation of a particular job may result in a higher grading.

8.2 Job Evaluation System

- 8.2.1 The Municipality must utilise a job evaluation system to determine the job grade, tune assessment of skills and knowledge (Task) as prescribed by the collective agreement.

8.3 Job Descriptions

- 8.3.1 Every job on the staff establishment of the Municipality shall have a written job description.
- 8.3.2 The municipality shall keep a record of job descriptions for all posts.
- 8.3.3 The supervisor shall develop, and where appropriate, review a job description for a post that the supervisor is responsible for.
- 8.3.4 A job description shall contain at least the job title, objectives of the job, the location of the job on the staff establishment, key responsibilities, competencies and requirements of the relevant job.
- 8.3.5 A job description may be reviewed at least once every five years following the reorganisation of the municipal administration resulting in significant changes to the jobs to ensure that the job description remains relevant and current.
- 8.3.6 The Municipality shall, from time to time, align job descriptions to the standards and guidelines, as well as adopt generic jobs and benchmarking of critical jobs, set by the Minister

8.4 Job analysis and Job descriptions

- 8.4.1 Prior to job evaluation processes, job analysis must be conducted by the relevant line manager, in consultation with the OD section, if the post was not analysed before.
- 8.4.2 Job analysis examine the content of the job, breaking it down into specific tasks, functions, processes, elements and give a clear understanding of the skills and competencies required for the post.
- 8.4.3 In completion of the job analysis, the relevant line manager must in consultation with the OD section, compile a job description.
- 8.4.4 The job description must provide an accurate and current picture of the functions related to the job and should exclude unrelated tasks, It should outline the job's location, purpose, responsibilities, authority levels, supervisory levels, interrelationships with other jobs and career pathing.
- 8.4.5 Both the post holder and his/her immediate supervisor must be involved in finalising the job description and they must agree to the content thereof.
- 8.4.6 Jobs will not be evaluated where the job description is not signed off by the Incumbent and the supervisor.
- 8.4.7 Evaluation of vacant positions must be accompanied by the signed job description by the relevant manager.

8.5 Establishment of Job Evaluation Committee

- 8.5.1 A Job Evaluation Committee is hereby established to evaluate all jobs in the Municipality.
- 8.5.2 The Municipality shall consider evaluating all jobs in the Municipality using the district-level job evaluation committee, subject to a written agreement with the participating local municipalities in the district, a representative committee, as well as the proportional sharing of costs.

8.6 Composition of Job Evaluation Committee

- 8.6.1 The job evaluation committee shall consist of the following:

- 8.6.1.1 Manager responsible for job evaluation or any person delegated by that manager.
- 8.6.1.2 Two representatives from each trade union who shall be released from their responsibilities to attend meetings of the job evaluation committee.
- 8.6.1.3 Four suitable additional members, each from different functional areas within the Municipality to undertake the grading of the jobs.
- 8.6.1.4 [In the case of a district level committee, representatives from the local municipalities.]
- 8.6.2 The municipal manager shall approve the composition of the job evaluation committee.
- 8.6.3 The municipal manager, or delegate, may appoint an external independent advisor with sufficient experience and knowledge in job evaluation to —
 - a) provide support to and assist the job evaluation committee in carrying out its roles and responsibilities; or
 - b) conduct the job evaluation on behalf of the committee and to present the outcomes of the job evaluation to the committee for ratification.
 - c) The manager responsible for the job that is being evaluated may attend the meeting of the job evaluation committee by invitation.
- 8.6.4 Members of the job evaluation committee shall —
 - a) appoint a chairperson; and
 - b) receive adequate training to perform their duties on the committee.
- 8.6.5 The job evaluation committee shall appoint a secretary to support it in carrying out its functions.
- 8.6.6 The job evaluation committee's quorum is 50% plus one of the members. In the event that a meeting does not quorate, the meeting shall be postponed, and another date set where the members present form the quorum.
- 8.6.7 If a member of the job evaluation committee's job is being evaluated, he or she shall be recused from the meeting until the relevant agenda item has been disposed of.
- 8.6.8 Decisions of the job evaluation committee shall be taken by consensus, and if the committee fails to reach consensus, by a majority of the members of the committee, with the chairperson having a casting vote, in addition to a deliberative vote.

8.6.9 The meetings of the job evaluation committee shall be recorded.

8.6.10 Should the Municipality's capacity to conduct job evaluation become inadequate, the bargaining council shall be requested to assist: Provided that a job evaluation committee is established at a district level by written agreement of the participating local municipalities, and the membership of the committee is representative of each of the affected municipalities.

8.7 Rules governing Job Evaluation Committee and Appeal Committee

8.7.1 A member of the Job Evaluation Committee and Appeal Committee shall recuse himself or herself in the event of a conflict of interest.

8.7.2 The members of the Job Evaluation Committee and Appeal Committee shall maintain confidentiality on all grading outcomes prior to formal notification of the outcomes and may not disclose any information about the job evaluation process in a manner that may prejudice the implementation of the committee's outcomes.

8.7.3 The members of the Job Evaluation Committee and Appeal Committee shall conduct themselves in a fair, transparent and impartial manner and shall not unduly influence or interfere with the grading process.

8.8 Consequences of re-graded post

8.8.1 The salary attached to a job that has been re-graded shall be adjusted as follows:

8.8.1.1 If the current salary of a staff member in that post is within the salary scale of the new grade, the staff member shall be placed on the salary notch immediately above the staff member's current salary

8.8.1.2 If the current salary of the staff member in that post is below the minimum of the new grade, the staff member shall be placed on the minimum notch of the salary scale for the new job grade; and

8.8.1.3 If the current salary of the staff member in that post is higher than the new grade maximum, the staff member shall retain his or her existing salary and annual cost of living adjustments shall be applied to the retained salary.

8.8.2 The municipal manager shall approve the staff members grading outcome (JE results) within 30 days of such grading having been approved by the job evaluation provincial audit committee: Provided that sufficient budgeted funds have been made available for the grading of such post and that no post shall be graded retrospectively.

8.8.3 The Job evaluation outcome results will be submitted to the Executing Authority for approval and implementation by Council.

8.8.4 A new staff member appointed to the re-graded post shall be paid according to the job grade.

8.8.5 If a filled post is downgraded, the municipality may, if practicable —

a) first attempt to re-design the job; or

- b) offer the incumbent a transfer to a vacant post with an equivalent grading to the staff member's job before the downgrading.

8.9 Appeal about job evaluation outcome

8.9.1 The Municipality hereby establishes a Job Evaluation Appeals Committee to process and determine job evaluation appeals of staff members.

8.9.2 The rules, procedures and composition of the Job Evaluation Committee shall apply to the Job Evaluation Appeals Committee, along with changes where necessary.

8.9.3 A staff member who is dissatisfied by a decision of the Job Evaluation Committee may lodge an appeal to the Job Evaluation Appeals Committee within 30 days of being informed of the decision of the Job Evaluation Committee.

8.9.4 The following may be grounds for appeal and review:

- a. An inaccurate job description in relation to the post or job
- b. Procedural irregularity
- c. Evidence of discrimination and/or bias
- d. Inconsistent results in comparison with similar positions within the Municipality

8.9.5 The appeal or review may not be based on the grounds of:

- a) the incumbent's performance, skills, knowledge or any other personal attribute
- b) the budget or affordability

8.9.6 Once the appeal or review has concluded, the outcome of the appeal or review shall be communicated to the Head of Department, line manager and the complainant, through the Human Capital Management Unit.

8.9.7 Once the appeal or review has concluded, no further appeal is available through the job evaluation process.

8.9.8 Should the complainant be dissatisfied with the outcome of the appeal or review, then this shall be addressed via the grievance procedure.

8.10 Job grade implementation

8.10.1 Once the grade has been ratified by the Job Evaluation Committee, the grade is then communicated to the relevant Head of Department and line manager through the organisational development / human capital unit.

8.10.2 The Human Capital / organisational development Unit shall advise line management on the options regarding the implementation of the outcome. The outcome could include:

- a. A commensurate salary adjustment for the incumbent in line with the new

job responsibilities and the new grade

- b. The reinstatement of the previous job description at the old grade, with a commensurate adjustment in job responsibilities and performance management indicators for the incumbent; or
- c. An adjustment of working conditions in order to afford the commensurate salary range for the new job at the new grade.

8.10.3 The Human capital /organisational development unit shall proceed to implement the outcomes in line with the Municipality's policies and the delegated authority.

8.11 Roles and responsibilities

8.11.1 Job Evaluation Committee

The Job Evaluation Committee shall –

- a) Ensure that a job evaluation system is applied consistently for all jobs in the Municipality
- b) Plan and prioritise the grading needs of the Municipality
- c) Recommend to the relevant approving authority the grading of the post and the date when any new grading may take effect: Provided that no post shall be upgraded unless sufficient budgeted funds have been made available, including funds for the remaining period of the relevant medium-term revenue and expenditure framework for purposes of upgrading of posts; and
- d) Monitor the quality of job descriptions.

8.12 Job Evaluation Appeals Committee

The job evaluation appeals committee shall process and determine job evaluation appeal of staff members.

8.13 Municipal Manager

The Municipal Manager shall ensure that –

- a) A job evaluation system is in place
- b) The Council approves the job evaluation system insofar as the Minister determines more than one system in terms of the Regulations
- c) Each post on the staff establishment has a job description
- d) A job evaluation committee and job evaluation appeals committee are established and functional; and
- e) Every staff member is advised of the grade of the post that the staff member occupies.

9. CONFIDENTIALITY

Members of the JE unit as well as observers shall maintain confidentiality on all scores and grading outcomes prior to formal notification and shall otherwise avoid disclosing information obtained in the process of job evaluation in a manner that may prejudice effective implementation.

10. POLICY CONTROL

10.1 Administration of the policy

- a) The Municipal Manager in consultation with the head of Corporate Services is responsible for ensuring the implementation of the TASK job evaluation system in the municipality.
- b) The Municipal Manager to ensure that the designated Job Evaluation manager takes full responsibility for supporting and directing the job evaluation results implementation and maintenance process.
- c) The responsibility to implement this policy liaise with Municipal Manager of the Mopani District Municipality unless delegated.

10.2 Policy Monitoring and Evaluation

- a) This policy shall be implemented and effective once approved by Council.
- b) Non-compliance to the stipulations contained in this policy shall be regarded as breach of Code of Conduct, which shall be dealt with in terms of the Code of Conduct.
- c) Head of Corporate Services shall carry out the monitoring and evaluation of the policy's implementation

10.3 Policy Audit

i) periodic audits will be conducted by Corporate Shared Services: HRM to ensure appropriate application and compliance with the policy. All queries related to the policy should be addressed to the Head of Corporate Shared Services.

10.4 Policy Review

i) The job evaluation policy will be reviewed every after five years or as and it becomes necessary.

10.5 Policy Amendments

i) No amendment (s) may be made to any section of this policy without such amendment (s) first being consulted with the recognised employee organisations and duly approved and signed by the Accounting Officer.

10.6 Policy Default

i) Disciplinary measures will be applied to any official who fails to comply with the policy.

10.7 Repeal

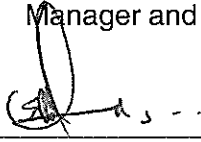
This policy repeal all the previous policies once it is approved.

10.8 Policy Communication

This policy shall be communicated to all employees of the municipality.

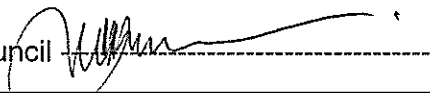
10.9 Policy Approval

i) The authority and adoption of the policy shall be the responsibility of the Municipal Manager and Council.



Municipal Manager

Date: 2023/07/01

Policy / Council Resolution number Municipal Council 	Approved date <u>2023/07/01</u>
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