

“ The City of Heritage ”



ULUNDI LOCAL MUNICIPALITY

(the Municipality)

EMPLOYEE ASSISTANCE POLICY

1. Purpose

To render preventative, supportive, uplifting and rehabilitative services and programmes to employees and their families who experience psychosocial problems. To monitor, evaluate and co-ordinate the process and outcomes of the various employees' assistance programmes (EAP). Effectiveness, efficiency and qualitative standards must be ensured and maintained throughout.

To provide for further assistance to employees in the workplace in areas such as study loans, relocation allowances, municipal housing and/or schemes, use of internet and e-mail, collections for people leaving the service, entertainment allowances, motor vehicle allowances, use of official transport in certain circumstances, use of credit cards issued by the Council, etc.

2. General Support Policy

The Municipality is committed to employee assistance programmes aimed at providing assistance to employees and their families with any psychosocial or personal problems by means of preventative, supportive, uplifting and rehabilitative services and programmes. Only registered psychologists and social workers may be used for EAP support. Confidentiality will be strictly observed.

Employees are encouraged to seek voluntary, confidential assistance by utilising EAP services. On no account shall participation in the EAP jeopardise promotional opportunities or job security or result in penalisation by supervisors as a result of such participation. The programmes do not negate contractual rights and obligations, nor is it intended to replace disciplinary procedures.

3. General Support Procedure

3.1 Identify behaviour that needs to be addressed

If there is a drop-in performance levels of an employee and a parallel change in behaviour, this may be due to personal circumstances. This should be a signal to line management of an underlying psychosocial problem, which requires an EAP intervention.

3.2 Documentation

Ensure confidentiality. Information may not be released without the consent of the employee.

3.3 Constructive consultation

Ensure privacy. Create a non-threatening environment. Address the behaviour and not the person. Line management should not get involved in counselling. Once a need for counselling has been established, the necessary referral should be done.

3.4 Referral

Explore, diagnose and consult.

3.5 Feedback

Give feedback to ensure support to the individual during the re-entry into work, in terms of the rate of the re-integration.

3.6 Evaluation

Ascertain the degree of benefit derived by the individual after the intervention. Determine how much time is still required to fully integrate the individual. If progress has not been made, or the individual has had unforeseen setbacks, or is not willing to continue to participate, further corrective actions may need to be taken.

3.7 Consult

Determine whether the person is doing well and also whether there is anything else that line management requires in order maximising support.

3.8 Reintegration

Once the employee has been reintegrated, every effort should be made to support him/her.

4. Study Loan Scheme

The Council may, on application by an employee who wishes to study, grant him/her an interest free loan to cover the enrolment, tuition and examination fees payable by such employee to the relevant university or institution registered in terms of an Act of the South African Parliament on the following conditions:

- The course must be approved by the **Municipal Manager** who will take into account that the course should preferably be one that will be an

advantage for the employee in the work situation and one that would link up with the Council's Skills Development Plan.

- The loan shall be repayable in equal monthly instalments over a period not exceeding 10 months provided that should the employee cease to be an employee for any reason, the balance will be due and payable on the date of termination of the employee's service.
- The instalments will be deducted from the employee's monthly salary and the employee, by accepting the loan, agrees to this deduction from his/her salary.
- Should the employee pass one or more of the subjects that form part of the study course, the Council will reimburse the employee pro-rata in respect of the subjects passed, provided the loan has been repaid in full.
- Should an employee that received such reimbursement resign within 12 months of the reimbursement, he/she shall have to refund the reimbursement pro-rata to the period worked since the date of the final examination.
- Applications for Study Loans are approved by the Municipal Manager and by the Mayor should the Municipal Manager be the applicant.
- The employee must sign an Agreement with the Council that contain all the items set out above.

5. Relocation Allowances

The following policy will apply to newly appointed staff:

The Council will pay for 100% of the cost of furniture removal to any part of the Municipality area subject to 3 written quotations being supplied. The Council will also pay for accommodation, at a venue to be approved by the Municipal Manger, for the 1st week of employment if accommodation is not immediately available. These amounts shall be fully repaid to the Council should the successful applicant leave the Council's service within one year. 75% of this amount will have to be repaid to the Council should the successful applicant leave the service within 2 years. If the successful applicant leaves after 2 years, no repayment would be required.

N.B. To be determined by Municipality

6. Use of Official Internet and e-mail for private purposes

Staff members will only be allowed to use the official Internet for browsing the Internet or for private e-mail during their lunch break provided that the Council subscribed to a 24 hour internet availability scheme. No private browsing or private e-mail may be done or used during official working hours.

Should the Council not have subscribed to a 24 hour Internet availability system, private use of the Internet will not be allowed.

8. Collections for staff leaving/retiring

As a general rule the Municipality will allow staff to collect funds to buy a farewell gift to staff leaving the service or retiring. This rule however does not bind any staff member to make a contribution or to feel obliged to do so. A person that does not wish to contribute may not be discriminated against and any proof thereof will be regarded as an offence against the provisions of the Conditions of Service.

9. Entertainment Allowances

Entertainment allowances will only be applicable to the positions of the Municipal Manager and Managers reporting directly to him/her – if they elected such as part of their remuneration package.

Provision will be made on the general budget for entertainment and when required any staff member that, as a result of his/her official duties need to entertain guests may apply for the payment of the actual cost of such entertainment from this fund. The application must be approved by the head of the department in respect of staff within his/her department, by the Municipal Manager in respect of Heads of Departments and by the Mayor in respect of the Municipal Manager.

10. Motor Vehicle Scheme

The Council shall make car loans available to the Municipal Manager and all the Managers reporting directly to him/her as well as to their Assistants on conditions and rules as may exist at present and as may be amended from time to time. The Council may also make car loans available to other employees who utilises a private vehicle in the execution of official duties – these will be considered on merit by the Municipal Manager.

The vehicle scheme shall contain details of the following:

- Ownership of the vehicle and arrangements that will be applicable when an employee that received a car loan, leaves the Council's service.
- Official distances that are allocated to each post for which an allowance will be paid.
- The maximum cost of vehicles that may be purchased by the various staff members.
- The type of vehicle that may be purchased.
- The requirements regarding any additions to the car i.e. radio, canopy, tow bar etc.

- The maximum repayment period of the loan.
- The maximum monthly fixed and variable allowances that will be paid.
- Insurance requirements for such vehicles.
- Requirements regarding the regular servicing and maintenance of such vehicles.
- Private use of the vehicle.
- Replacement of vehicles.
- Arrangements when a person is promoted or transferred.

Staff that had, with the approval of their Departmental Head, to use their private vehicle on official business on certain occasions, will be remunerated for such use in terms of the then applicable AA-rate for the vehicle used.

11. Use of Official Transport for Private Purposes

The private use of official vehicles will only be allowed in the following circumstances and subject to the Council's Fleet Management Policy:

- If the person has been allocated an official vehicle for exclusive use and if no garaging facilities for such vehicle is available at the municipal facilities, such a person will be allowed to take the vehicle home and use it to travel between home and work provided that the person does have a lock-up garage for the vehicle available. The vehicle may however not be used for other private purposes. This will not exclude a person stopping at a shop etc. on his/her way back to his/her home provided that it does not result in more that 1 additional kilometre to the distance between home and office.
- In an emergency approved by the Head of the Department
- In special circumstances such as using official transport to attend a funeral of a fellow employee provided that the trip is authorised by both the Municipal Manager and the Mayor.

N.B. There should be a separate Fleet Management Policy giving the steps to be followed in the event of an accident.

12. Use of Official Cell Phones

When official cell phones have been allocated to Councillors and staff these are intended for official use. Councillors and Staff will however be allowed to use these cell phones for private purposes. The following conditions will apply to the use of the cell phones and payments, that exclude the monthly rental, made for its use by the Council:

- Mayor & Municipal Manager: Unlimited use
- Deputy Mayor: R_____ per month to be paid by Council
- Members of ExCo: R_____ per month to be paid by Council
- Councillors: R_____ per month to be paid by Council
- Heads of Departments: R_____ per month to be paid by Council
- Other staff: R_____ per month to be paid by Council.

The Council must be reimbursed with the cost of all calls made on cell phones for private purposes.

The allowance to all Councillors is made on condition that they do not receive a cell phone allowance from their District Municipalities. In cases where their cell phone allowance is smaller than that applicable at Municipality, the Councillor's allowance would be the difference between the District Municipality's allowance and the Municipality's allowance.

N.B. To be determined by Municipality

13. Advertisement by Staff on Municipal Notice Board

Private advertisements by staff on the Official Notice Board of the Council will not be allowed.

If departmental Notice Boards have been provided, private advertisements by staff may be placed on these notice boards provided the head of the department has approved it and his/her signature must appear on the advert as proof of approval.

No such advert may however remain on the departmental notice board for a period longer than 6 weeks.

14. Micro Lending

No new agreements to deduct instalments on Micro Lending or similar organisations will be entertained by the Council.

Any existing contractual agreements that might have been entered into shall be terminated giving the required notice in terms of the agreement to the relevant companies.