

“ The City of Heritage ”



Ulundi Local Municipality

(“The Municipality”)

Relief Staff Policy

1. Background and Purpose of Policy

- 1.1 The municipality from time to time is compelled to appoint relief staff to fill, on an urgent and temporary basis, posts which have become unexpectedly vacant, or for which there is no suitable member of staff who may be appointed on an acting basis, or for which a permanent replacement has not found. Such a situation may arise, for example, in the event of the death, illness, or termination of the services of a staff member and operational demand.
- 1.2 The purpose of this policy is to provide a framework for the appointment of relief staff.

2. Application of Policy

This policy shall apply to all posts within the Municipality's staff establishment other than the posts of:

- 2.1 The Municipal Manager
- 2.2 Managers who are directly accountable to the Municipal Manager
- 2.3 Deputies of managers referred to in 2.2.

3. Database

- 3.1 The Director: Corporate Services of the Municipality shall compile and maintain a database ("the database") of persons who are qualified and available to serve as relief staff.
- 3.2 The Municipality shall, by such means as the Municipal Manager deems appropriate, invite members of the public to apply for registration on such database.
- 3.3 The Director: Corporate Services shall select for registration such applicants as he or she in his or her discretion considers to suitable to be considered for appointment as relief staff, and shall register them on the database.
- 3.4 The database shall contain the following information regarding persons who are registered thereon:
 - 3.4.1 Name
 - 3.4.2 Address
 - 3.4.3 Telephone number

- 3.4.4 Post for which such person is suited
- 3.4.5 Qualifications
- 3.4.6 Verification by a Ward Councillor
- 3.4.7 Experience

3.5 If any person who has been registered on the database requests in writing that he or she be removed from the database, then the Director: Corporate Services shall ensure that such person is forthwith removed from the database.

3.6 If any person has been registered on the database and it thereafter appears to the Director: Corporate services that such person is not suitable for appointment as relief staff in terms of capacity, the Director: Corporate Services shall remove such person from the database.

3.7 Application for registration on the database and actual registration on the database shall not give rise to any right or expectation on the part of any applicant to be appointed as relief staff.

4. Circumstances in which Relief Appointment may be made

A person may be appointed as relief staff to a post only if:

- 4.1 the incumbent in that post dies, resigns, retires, is dismissed, is suspended, is incapacitated by illness or injury, takes leave, absconds from his or her post or is otherwise not available to fulfill his or her duties for a period of three months maximum pending the filling of the vacancy; and
- 4.2 as a result of any circumstance contemplated in 4.1, the duties attached to that post cannot be carried out:
 - 4.2.1 in the case of library staff, protection services staff, electricity services staff and the cashier, for more than one day; or
 - 4.2.2 in the case of all other posts, for more than three days; and
- 4.3 On the recommendation of the relevant HOD and in the opinion of the Director: Corporate Services, there is no other member of staff who is suitable to act in that post.
- 4.4 In the case of operational temporary relief workers can be appointed on rotational basis for a maximum period of twelve months.

5 . Procedure for Appointment

- 5.1 If circumstances contemplated in clause 4 arise which necessitate the appointment of relief staff, the procedure set out in the succeeding subsections of this clause 5 shall be complied with.
- 5.2 The Head of Department concerned, or in his or her absence, his or her deputy, shall immediately notify the Director: Corporate Services of such circumstances and shall submit his or her recommendations regarding the requirements for any person to be appointed as relief staff and for the duration and terms and conditions of any such appointment.
- 5.3 The Director: Corporate Services shall consult the database and ascertain whether there are any persons registered thereon who are suitable to be appointed as relief staff to the post in question, and if so, he or she may approach any such person in order to ascertain whether such person is available for such appointment.
- 5.4 If no such person is registered on the database, or if registered, is not available for appointment, the Director: Corporate Services should approach the next person on the data base.
- 5.5 The Director: Corporate Services shall, if practicable, conduct an interview with any person under consideration After consultation with the Organised Labour in order to confirm such person's suitability, but shall not be obliged to conduct such interview if the urgency of the matter precludes such an interview.
- 5.6 It shall not be necessary to advertise for the appointment of relief staff, nor, save as is provided in 5.5, shall it be necessary to conduct any interview of, or compile any short lists of, potential relief staff.
- 5.7 The Director: Corporate Services may select any available person contemplated in 5.3 or 5.4, as the case may be, for appointment as relief staff to the post in question, subject to 5.5, 5.8 and 5.9.
- 5.8 Once a suitable person has been selected by the Director: Corporate Services, he or she shall be recommended to the Municipal Manager. The appointment of such person as relief staff on such terms and conditions as may be agreed with such person, including terms as to the duration of the appointment.
- 5.9 If the Municipal Manager is satisfied with such recommendation, he or she shall appoint such person and to that end, a letter of appointment and relevant Contract shall be drawn up and shall be signed by the

Municipal Manager or a person delegated thereto by him or her and the person appointed.

6. Terms Relating to Duration of Appointment and Remuneration

6.1 A person may be appointed as relief staff for such period as the Municipal Manager considers appropriate, provided that such period shall not be less than one day and not more than twelve months.

6.2 If the original period of appointment of such person expires and it is considered necessary to retain the services of that person for a further period or periods, such appointment may be extended for such period or periods, provided that the total duration of all such periods shall not exceed six months, after consultation with Organised Labour.

6.3 The person so appointed shall be remunerated in terms of the hourly/daily rate as directed by the Department of Labour in case of Casual Labourers or as determined by the Bargaining Council in case of SALGBC vacancies.

7 Appointment of Relief Staff of Temporary Nature and internal adverts

The appointment of any person as relief staff shall be temporary in nature. In the event of the incumbent ceasing to be employed by the Municipality, unless the post in question is to be disestablished, the Municipality shall make every effort to find a permanent replacement for the incumbent.

8. In terms of the Recruitment and Appointment Policy regarding matters of application to an internally advertised position, Relief Staff are considered to be internal. This notion is in keeping with the definition of an employee as contained in the Basic Conditions of Employment Act of 1998 that contractual employees; including Relief Staff, are employees of the organization with whom the contract is held. While not undermining the role of a Panel to recommend the best candidate on the day for appointment, it is stressed that care should be taken that the availability of a vacancy is one of the few measures through which permanent employees are promoted.

9. This Policy Prevails

9.1 This policy shall, notwithstanding the existence of any other policy of the Municipality, solely govern the appointment of relief staff, and without derogating from the generality of the foregoing, the provisions of any other policy of the Municipality relating to the advertising for,

interviewing of, selection of, recruitment of and appointment of any staff shall not apply to relief staff.

9.2 If any such other policy purports to govern the advertising for, interviewing of, selection of, recruitment of and appointment of relief staff, such other policy shall, to the extent that it purports to do so, be of no force and effect in relation to relief staff.