



dr.jsmlm

Dr JS Moroka Local Municipality

TIME AND ATTENDANCE POLICY

TIME AND ATTENDANCE POLICY

1. INTRODUCTION

- 1.1. Section 31(1)(b) of the Basic Conditions of Employment Act No 75 of 1997 requires of an employer to keep a record of the time worked by each employee. Section 35 (1) of the Act states that an employee's wage is calculated by reference to the number of hours the employee ordinarily works.

2. PURPOSE

- 2.1. The purpose of this policy is to provide a uniform of attendance and punctuality for all employees, which will ensure consistent and effective management of employees' time and attendance at work.
- 2.2. The policy does not address and regulate the content and/or quantity of work done by an employee while at work and operates within the context of all relevant legislation and collective agreements.

3. SCOPE

- 3.1. This policy applies to all employees of Dr JS Moroka Local Municipality.

4. LEGISLATIVE FRAMEWORK

- 4.1. Basic conditions of Employment Act and Regulations, 1997 (Act No. 75 of 1997) [BCEA]
- 4.2. Constitution of the Republic of South Africa, 1996
- 4.3. South African Local Government Bargaining Council (SALGBC): Main Collective Agreement- 2015
- 4.4. South African Local Government Bargaining Council (SALGBC): Collective Agreement on Conditions of service for the Mpumalanga Division
- 4.5. Labour Relations Act, 1995 (Act No. 66 of 1995)

5. POLICY PRINCIPLES

- 5.1. The Time & Attendance Policy has two main objectives:
 - 5.1.1. Regulating the keeping of attendance registers for all employees; and
 - 5.1.2. Advising the Pay Office regarding pay related information.
- 5.2. Management shall be responsible for control of attendance registers and/or clocking system and time sheets.
- 5.3. Dr JS Moroka Local Municipality, as an employer, has a statutory obligation to record and manage employees' attendance.
- 5.4. Management is accountable for managing their subordinates' time and attendance on a fair and consistent basis.

- 5.5. All employees have an obligation to be available for work and be punctual according to their work schedules.
- 5.6. All employees have an obligation to comply with the approved time and attendance system in place, whether manual or electronic.
- 5.7. Prior to considering the institution of any formal disciplinary steps against an employee for (alleged) non-compliance with the provisions of this policy, and read together with the provisions of paragraph 8 hereof, it shall be incumbent on management to invoke the principles as laid down in Item 3 of Schedule 8 to the Labour Relations Act, 1995 (Act no. 66 of 1995) with special reference to informal advice and corrective steps, counseling and warnings for a first, and even a second, offence, should the circumstances justify it. In this way effect will be given to the constitutional imperative that everyone has the right to fair labour practices as contained in section 23(1) thereof.

6. WORKING HOURS

- 6.1. The Main Collective Agreement of the SALGBC determines that a 40-hour working week be implemented for all employees.
- 6.2. Record keeping of actual daily hours worked commences at the actual time of starting work until the end of work minus lunch breaks for all staff and tea breaks for external staff as per agreement.

7. RESPONSIBILITIES OF ROLE PLAYERS

7.1. Management

- 7.1.1. Will be responsible for ensuring that all subordinates comply with this policy.

7.2. Employees

- 7.2.1. It is the responsibility of all employees to personally clock/sign in and out;
- 7.2.2. All employees must clock/sign in and out at his/her workstation unless management decides otherwise.

7.3. Correction of short hours

- 7.3.1. Should a lack of adherence to any of the above-mentioned responsibilities result in short hours being deducted from the employee's salary, the relevant Manager will have an opportunity to request the rectification of this deduction.
- 7.3.2. The "*Correction of Short Hours on the Electronic Time and Attendance System*" form (Annexure A) must be completed (**all fields are compulsory**) and signed by:

- the relevant Department Manager in the case of a subordinate; or
- the relevant Director in the case of a manager and submitted to the Salary Office on or before the 16th of each month.

7.3.3. The Manager must provide a valid reason or explanation, as well as dates, for the short hours that were deducted.

7.3.4. All refunds will only be made with the next month's salary run.

7.4. The Manager as set out in par 7.3.1.1 above can also request, within a maximum period of one (1) working day after the final short hours list has been send to payday for importing, that these short hours be corrected and not deducted by making use of the same "*Correction of Short Hours on the Electronic Time and Attendance System*" form as above.

8. ABSENTEEISM

An employee may be considered absent from work, when not available for the assigned work schedule regardless of the reason.

Should the reason for his/her absence be legitimate, such an employee will subsequently not be considered to have been absent from work as contemplated above, and will management rectify said employee's time and attendance record.

8.1 Authorised Absences:

Employees shall notify their supervisors timeously about scheduled time off from work (e.g. doctor's appointment, personal days etc), whether paid or unpaid. Authorised 6 absences, with the exclusion of emergency situations, are to be arranged at the convenience of the municipality, based on its operational requirements.

8.2 Unauthorised Absences:

In the event of an employee missing work due to an unscheduled absence (e.g. calling in due to sickness or injury for example), the employee must:

Inform his/her immediate Supervisor before his/her normal start of shift / day, or as soon as reasonably practicable thereafter of:

8.2.1 the reason for the absence; and if possible,

8.2.2 the expected length of his/her absence.

9. PUNCTUALITY

An employee will be considered unpunctual when he/she fails to report to his/her assigned workstation/area at the scheduled time, which includes returning from tea breaks and lunch breaks.

An employee may not extend a normal workday to make up for not being punctual without his/her supervisors' approval.

This paragraph must be read in conjunction with the provisions of paragraphs 5(7) and 8 of this Policy.

Council Resolution: **R216.03.2023 ND**

Date of Approval: **30th March 2023**

Accounting Officer Signature: _____

A handwritten signature in black ink, consisting of a large, stylized loop followed by a vertical stroke and a horizontal crossbar, positioned above a horizontal line.