



CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

EMPLOYEE DRIVING LICENCE ASSISTANCE POLICY

**POLICY ADOPTED BY COUNCIL ON 17 FEBRUARY 2011
AT ITEM C.14.1**

EMPLOYEE DRIVING LICENCE ASSISTANCE POLICY

1. Objective

To assist employees with obtaining learners and driving licenses for the purpose of the operational requirements of the Cape Winelands District Municipality.

2. Criteria for financial assistance

- 2.1 Operational requirements shall be the sole reason for financial assistance;
- 2.2 All classes or lessons shall be conducted at an approved driving school;
- 2.3 It is encouraged that such training be recorded in the Personal Performance Scorecard of the employees and the Workplace Skills Plan of the Cape Winelands District Municipality; and
- 2.4 An employee will be afforded only two opportunities to obtain both learners and driving licenses.

3. Application procedure

- 3.1 In the event that the training is not indicated in the Personal Performance Scorecard of the employees and the Workplace Skills Plan of the Cape Winelands District Municipality, the following procedure shall be followed:
- 3.2 Proper motivation must be made by the applicable Executive Director or his/her delegate before 30th June of every year, unless otherwise decided, subject to the availability of funds;
- 3.3 A Committee shall be established for the purposes of screening applications, consisting of the following officials:
 - 3.3.1 Manager: Training and Performance Management;
 - 3.3.2 Representative from the Directorate: Human Resource Management, Division: Human Resource Administration;
 - 3.3.3 Executive Director of the Department from which the requests emanate, or his/her delegatee;
 - 3.3.4 Executive Director of Financial Management Services or his/her delegatee.

4. Learner and driving licence fees

The term "learner and driving licence fees" will be deemed to include one learner licence book, prescribed number of learner licence classes, learner licence certificate, photo's, appointments at Traffic Department, prescribed number of driving school lessons, rental of an applicable vehicle (where possible Cape Winelands District Municipality vehicles shall be used) for driving test and issuing of driving licence.

5. Attendance of the related training

Attendance of training shall be dealt with in the same or similar manner as in any other training, however the management should at all times, as in the case of any other training, not compromise service delivery.

6. Obtaining of learner or driving licence

Employees will be obliged to submit originally certified true copies of their learner and driving licences to the Directorate: Human Resource Management within two weeks of receiving the said licence.

7. General

If an employee has obtained a driving licence, such an employee shall not automatically be eligible for a specific position, but will be subjected to the normal recruitment and selection processes of the Cape Winelands District Municipality, subject to the availability of vacant budgeted positions on the approved staff establishment.

BELEID OOR WERKNEMER BESTUURSLISENSIEBYSTAND

1. Doelwit

Om werknemers by te staan met die verkryging van leerlinglisensies en bestuurslisensies om aan die bedryfsvereistes van die Kaapse Wynland Distriksmunisipaliteit te voldoen.

2. Kriteria vir finansiële bystand

2.1 Bedryfsvereistes sal die enigste rede vir finansiële bystand wees;

2.2 Alle klasse of lesse sal by 'n goedgekeurde bestuurskool plaasvind;

2.3 Daar word aangemoedig dat sodanige opleiding op die Persoonlike Prestasietelkaart van die betrokke werknemers asook die Werkplekvaardigheidsplan van die Kaapse Wynland Distriksmunisipaliteit aangeteken word;

2.4 'n Werknemer sal slegs twee geleenthede gegun word om beide die leerlinglisensie en bestuurslisensie te verkry.

3. Aansoekprosedure

3.1 In die geval dat die opleiding nie op die Persoonlike Prestasietelkaart van die werknemers en die Werkplekvaardigheidsplan van die Kaapse Wynland Distriksmunisipaliteit aangeteken word nie, sal die volgende prosedure gevolg word:

3.2 Behoorlike motivering moet voor 30 Junie van elke jaar, tensy anders besluit, deur die toepaslike Uitvoerende Direkteur of sy/haar gedelegeerde voorgelê word, onderhewig aan die beskikbaarheid van fondse;

3.3 'n Komitee, bestaande uit die volgende amptenare, sal gestig word met die doel om aansoeke te keur:

3.3.1 Bestuurder: Opleiding en Prestasiebestuur;

3.3.2 Verteenwoordiger van die Direktoraat: Menslike Hulpbronbestuur, Afdeling: Menslike Hulpbronadministrasie;

3.3.3 Uitvoerende Direkteur van die Departement wat die versoek rig, of sy/haar gedelegeerde;

3.3.4 Uitvoerende Direkteur van Finansiële Bestuursdienste of sy/haar gedelegeerde.

4. Leerlinglisensie- en bestuurslisensiefooie

Die term "leerlinglisensie- en bestuurslisensiefooie" sal geag word die volgende in te sluit: een leerlinglisensieboek, voorgeskrewe aantal leerlinglisensieklasse, leerlinglisensie-sertifikaat, foto's, afsprake by Verkeersdepartement, voorgeskrewe aantal bestuurskoollesse, huur van toepaslike voertuig vir bestuurstoets en uitreiking van bestuurslisensie (Kaapse Wynland Distriksmunisipaliteit se voertuie sal, waar moontlik, gebruik word).

5. Bywoning van die toepaslike opleiding

Bywoning van opleiding sal op dieselfde of soortgelyke manier hanteer word as vir enige ander opleiding. Bestuur moet egter te alle tye, soos in die geval met enige ander opleiding, verseker dat dienslewering nie in gedrang kom nie.

6. Verkryging van leerlinglisensie of bestuurslisensie

Werknemers sal verplig wees om oorspronklik gesertifiseerde, ware afskrifte van hul leerlinglisensies en/of bestuurslisensies by die Direkoraat: Menslike Hulpbronbestuur in te dien.

7. Algemeen

Indien 'n werknemer 'n bestuurslisensie kry, sal sodanige werknemer nie outomaties in aanmerking kom vir 'n spesifieke pos nie, maar sal aan die normale werwing- en keuringsprosesse van die Kaapse Wynland Distriksmunisipaliteit onderwerp word, onderhewig aan die beskikbaarheid van vakante, begrote poste op die goedgekeurde diensstaat.

BOLAND DISTRICT MUNICIPALITY

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POLICY ON CENTRALIZATION/DECENTRALIZATION OF FUNCTIONS AND RELOCATION OF STAFF

I. CENTRALIZATION/DECENTRALIZATION OF FUNCTIONS

A. BACKGROUND

1. The centralization/decentralization of functions and the incidental relocation of staff is due to the disestablishment of the former Winelands and Breede River District Councils and establishment of the Boland District Municipality (BDM).
2. In accordance with the Generic Powers of the Deputy Municipal Manager and Executive Directors as contained in the "*Delegation of Powers and Duties*" of the BDM which was approved by Council on 4 December 2003, all Departmental Heads have the power to transfer officials of the relevant department from one geographical location to another, subject to the provisions of this Policy.

B. PRINCIPLES AND CRITERIA FOR CENTRALIZATION / DECENTRALIZATION OF FUNCTIONS

1. PRINCIPLES

1.1 Basic Principle

As a basic principle, it is the Employers contention that the relocation of staff due to centralization/decentralization of functions and the incidental disruption of the lives of staff should be avoided as far as is practically possible and should only occur in instances where relocation is necessitated for purposes of –

- Cost effectiveness; and
- Efficient and effective service delivery

1.2 Collective agreement on the placement of staff

The principles as stipulated in the Collective Agreement entered into between SALGA, IMATU and SAMWU on 10 December 2002 regarding the placement of

staff, regulates geographical relocation and should be adhered to, i.e. the geographical relocation of staff must –

- 1.2.1 Occur in accordance with the principle of ***“people follow function”*** – the latter entails that employees are not moved from one geographical location to another without the functions performed by employees necessitating such movement.
- 1.2.2 Only take place for the following sound operational and/or economical reasons, i.e. the functions of the post(s) –
 - Are to be delivered in another geographical area;
 - May be reduced and/or combined resulting in a necessity to rationalize resources;
 - May be abolished in that particular geographical area.
- 1.2.3 Not disrupt effective and efficient delivery of service and may require geographic relocation to meet operational objectives to service delivery.
- 1.2.4 Be consistent with applicable labour legislation.
- 1.2.5 Occur in the following chronological sequence -
 - (a) Call for volunteers;
 - (b) Should too many members of staff volunteer – selection must be done on a basis of ***“first in, first opportunity”***;
 - (c) Should too few members of staff volunteer – selection must be done on a ***“last in, first out”*** basis.

2. CRITERIA FOR CENTRALIZATION / DECENTRALIZATION

In addition to the principles stipulated above, the following criteria must be used for determining whether functions should be centralized or decentralized :

Centralization	Decentralization
1. Economy of Scale	1. Service delivery (taking into account proximity of clientele base)
2. Co-ordination of functions	2. Costs of centralization
3. Control measures	3. Availability of office space / accommodation
	4. *Multi-location of staff for operational reasons (see definition)

* **DEFINITION OF MULTI-LOCATION**

*"Multi-location is necessitated when an employee has to be **permanently** deployed at **more than one predetermined locations** and on **predetermined days of the week** within the area of the BDM on a **permanent basis** for **operational purposes**, due to the fact that such employee's **physical presence** at a such predetermined locations is a **prerequisite** for continued service delivery (e.g. the employee is required to work at the Stellenbosch Office on Mondays, Wednesdays and Fridays and at the Worcester Office on Tuesdays and Thursdays on a **permanent basis** as determined taking effective service delivery into account);*

BUT SHALL EXCLUDE -

*Employees who have been **permanently** placed at **one specific location** and who are required to be in attendance at other offices of the BDM on an **ad hoc basis** in the normal course of business of the BDM."*

3. OBJECTION PROCEDURE

Where an employee has been identified for relocation, such employee shall be entitled to object to relocation by following a procedure whereby –

- 3.1 The objection must be lodged in writing at the Head of Department ***within 14 days*** of having received written notification of his/his relocation;
- 3.2 The Head of Department shall consider the employee's objection and inform the employee of the outcome of the consideration of his/her objection in writing ***within 7 days*** of having received the objection;
- 3.3 Where the employee is not satisfied with the outcome as contemplated in Clause 3.2, he/she shall be entitled to appeal against the decision of the Head of Department to the Municipal Manager or his delegate ***within 14 days*** of having received written notification of the decision of the Head of Department.

II. RELOCATION OF STAFF

A. BACKGROUND

The principles of relocation of staff was drafted taking into account –

- WECLOGO's guidelines on Relocation Costs as per Circular No. 126 of 2003;
- The Relocation Policy of other municipalities.

B. COUNCIL'S LIABILITY FOR RELOCATION COSTS

In accordance with Clauses 8.5 and 8.6 of the Collective Agreement, Council –

- **Must** pay the cost of removal of the household goods of staff members who are geographically re-deployed and move their place of residence in order to reside closer to the new place of work;
- **May** negotiate the payment of traveling costs, based on sound economic reasons.

NOTE : There is no obligation on Councils to reimburse or compensate staff for additional traveling expenses incurred by members of staff who decide not to move their place of residence and it may be negotiated by the Employer, however, although it is not specifically addressed under Clause 8, geographical re-deployment must be reasonable and it would be unreasonable for a Council not to consider the financial detriment of members of staff who are unable to move due to personal circumstances.

C. APPLICATION OF POLICY

1. This Policy will only be applicable to employees who have been identified for **permanent re-deployment** at another office, whether such employees were identified for relocation before or after the effective date.
2. The Policy will become **effective** as from the date determined by Council.
3. Employees will have to enter into **individual agreements** with the Municipal Manager or his delegate.
4. Employees have **two options**, namely to either –
 - **Relocate** closer to their new place of work;
 - **Not relocate** and travel to and from work on a daily basis.

5. The option to relocate will only be effective for a period of **2 years** as from the implementation date of the Policy after which it will lapse.

D. RELOCATION COSTS

The following relocation costs will be payable to employees who exercise the option to relocate :

1. PURCHASE OF PROPERTY BY EXISTING HOME OWNERS

A once-off payment will be made to employees who relocate and the following **actual costs** pertaining to relocation will be taken into account to determine the amount payable to each **individual employee**, up to a maximum amount of **R65 000-00** per employee -

- Transfer duty fees
- Transfer costs payable to attorneys
- Registration of bond
- Cancellation of bond
- Agents fees payable by employee to agent when selling his/her house, to the maximum allowable percentage in accordance with the prescriptions of the Estate Agents Board
- Telephone connection fees
- Municipal connection fees (excluding deposits)
- Furniture removal fees (two quotations to be submitted)
- Compensation for prepaid duplicated school fees, unless reimbursed by former school
- School uniforms
- Curtaining, to a maximum of R5 000

(In terms of Section 10(1)(nB) of the *Income Tax Act, 1962 (Act 58 of 1962)* compensation by employers for the abovementioned expenditure is exempted from tax).

SUBJECT TO –

- (a) Proof of expenditure by the submission of substantiating invoices, receipts and quotations;
- (b) Should the employee leave the BDM's service due to resignation/misconduct within **24 months** from receiving the compensation determined above, he/she shall be liable for a *pro rata* repayment of the amount calculated on a **24 month basis**, except for employees who are transferred within such 24 month period from one sphere of government to another.

2. RENTAL OF PROPERTY BY EXISTING LESSEE

A once-off payment will be made to employees who relocate and the following **actual costs** pertaining to relocation will be taken into account to determine the amount payable to each **individual employee**, up to a maximum amount of **R25 000-00** -

- Legal fees for drafting of rental agreement
- Telephone connection fees
- Municipal connection fees, (excluding deposits)
- Furniture removal fees (two quotations to be submitted)
- Compensation for prepaid duplicated school fees, unless reimbursed by former school
- School uniforms
- Curtaining, to a maximum of R5 000-00

(In terms of Section 10(1)(nB) of the *Income Tax Act, 1962 (Act 58 of 1962)* compensation by employers for the abovementioned expenditure is exempted from tax).

SUBJECT TO –

- (a) Proof of expenditure by the submission of substantiating invoices, receipts and quotations;
- (b) Should the employee leave the BDM's service due to resignation/misconduct within **24 months** from receiving the compensation determined above, he/shall shall be liable for a *pro rata* repayment of the amount calculated on a **24 month basis**, except for employees who are transferred within such 24 month period from one sphere of government to another.

3. EXISTING LESSEE PURCHASE PROPERTY AFTER RELOCATING

A once-off payment will be made to employees who relocate and the following **actual costs** pertaining to relocation will be taken into account to determine the amount payable to each **individual employee**, up to a maximum amount of **R25 000-00** -

- Telephone connection fees
- Municipal connection fees, (excluding deposits)
- Furniture removal fees (two quotations to be submitted)
- Compensation for prepaid duplicated school fees, unless reimbursed by former school
- School uniforms
- Curtaining, to a maximum of R5 000-00

(In terms of Section 10(1)(nB) of the *Income Tax Act, 1962 (Act 58 of 1962)* compensation by employers for the abovementioned expenditure is exempted from tax).

SUBJECT TO –

- (a) Proof of expenditure by the submission of substantiating invoices, receipts and quotations;
- (b) Should the employee leave the BDM's service due to resignation/misconduct within **24 months** from receiving the compensation determined above, he/shall shall be liable for a *pro rata* repayment of the amount calculated on a **24 month basis**, except for employees who are transferred within such 24 month period from one sphere of government to another.

E. COMMUTING AGREEMENT

Where employees exercise the option not to relocate as provided for in Clause 1.4, the BDM will provide official transport and pay all toll fees to and from their places of work at no cost to the employees, subject thereto that –

- 1. Such employees will be expected to work ***normal office hours*** and travel outside of such office hours.
- 2. Employees will commute with the official transport provided, however, should they need transport at the office of location to enable them to fulfill their official duties, they will be required to make use of official transport provided at the office of location where practically possible or, where not possible, make use of their private motor vehicles, subject to Clause 3 below.
- 3. Should ***exceptional circumstances or working of overtime*** require an employee to make use of his/her private vehicle on a specific day, such employee shall be compensated for traveling costs incurred depending on the specific conditions of service pertaining to such compensation applicable to individual employees, subject thereto that the written permission of the Head of the Department be obtained in advance.
- 4. Council will grant consent to employees who receive transport allowances not to use or have their scheme vehicles available for official purposes.
- 5. An employee's commuting benefits as contained in the agreement concluded for this purpose, shall become a ***“personal to incumbent” condition of service*** and shall only lapse upon termination of his/her services.