



## **HUMAN RESOURCE POLICY EXTRANEIOUS EMPLOYMENT (MOONLIGHTING)**

<b>Policy No: NLMHREP004</b>	<b>Effective Date: 01 April 2008</b>
<b>Approved:</b>	<b>Review Date: 01 April 2009</b>

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

### **1. SCOPE**

This policy is applicable to all Ngwathe employees.

### **2. PREAMBLE**

The objective of this policy is to give guidance to employees who would like to accept work outside their duties at Ngwathe.

### **3. POLICY**

3.1 All employees, unless otherwise specified in their employment contract, must place their contracted eight (8) working hours at the disposal of Ngwathe. Consequently, no employees should bind themselves to perform work outside their duties, during the contracted eight (8) working hours, without prior authorisation.

3.2 Applications to perform work outside Ngwathe would be considered according to each individual circumstance, but in principle this is not encouraged by the organisation. Where the type of work that the employee intends to do outside Ngwathe, e.g. lectureship at an academic institution, directorship of a company, membership of a close corporation, etc, may cause embarrassment or potential conflict of interests/prejudice to Ngwathe, and/or hamper the performance of the employee's duties, approval may not be granted.

#### **4. CONDITIONS FOR APPROVAL**

- 4.1 Performing outside work or personal work while on Ngwathe premises or on Ngwathe time is strictly prohibited. Nor may Ngwathe assets, facilities or proprietary information be used for any outside or personal work for personal gain of an employee.
- 4.2 The work cannot be of such a nature that Ngwathe will be prejudiced in any way.
- 4.3 The onus will be on the employee to disclose involvement in the extraneous employment (moonlighting), providing details and seeking permission prior to engaging in such employment or continuing with such employment.
- 4.4 No employee may take on any work outside Ngwathe if there is a potential for a conflict of interest.
- 4.5 Where permission is granted, the work is to be done in the employee's own time.
- 4.6 To ensure consistency, Human Resources would consider the applications and make recommendations to the Municipal Manager, or any person delegated by the Municipal Manager to fulfil this role.

- 4.7 Ngwathe encourages employees to belong to and participate in community and charity organisations that are geared towards the upliftment of the quality and the standard of living of all South Africans.
- 4.8 A record of all employees engaged in this type of employment must be kept and regularly reviewed by Human Resources.
- 4.9 Approval for extraneous employment may be withdrawn at any time if it is found to be in contravention of any of the rules of Ngwathe.

## 5. AUTHORITY

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services