



HUMAN RESOURCE POLICY JOB EVALUATION

Policy No: NLMHRED005	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

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 applies to all organisational positions within the Ngwathe Municipality and must be read in context of the TASK Job Evaluation System, TASK Job Evaluation System Training Manuals and the TASK Job Evaluation Notes for the Municipal Sector as provided by SALGA, which are contained in the reference section at the end of this manual.

2. PREAMBLE

The Job Evaluation process takes place within the context of related employee management systems and established labour relations arrangements. The TASK Job Evaluation Implementation Project is a consequence of an agreement by the South African Local Government Bargaining Council (SALGBC) that there needs to be a uniform Job Evaluation system within the local government sector.

3. POLICY AND PROCEDURE

A uniform Job Evaluation system is essential for a variety of sector processes such as wage bargaining, comparative understanding of workforce establishment levels and organisational form, sector skills planning and the organisation of education and training.

The TASK Job Evaluation documentation as provided by SALGA outlines the processes to be followed with regard to:

Part One: Structures and processes to be adopted during the initial project to implement TASK Job Evaluation

Part Two: Structures to be established at the end of the implementation phase in order to maintain the system, which provides for employees to apply for re-evaluation of their jobs and for continued monitoring and review of the established system and its reliability.

4. AUTHORITY

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