



BREED VALLEY

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

STANDBY ALLOWANCE POLICY

REVISION	APPROVED BY COUNCIL	AUTHOR	REASON FOR CHANGE
1.0 2.0	25 JUNE 2015	M NELL G COOK	REVISION REVISION

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1. **OBJECTIVE OF POLICY**

The objective of this policy is to supplement the Breede Valley's Conditions of Service by providing additional guidelines for the administration and management of standby allowance.

2. **DEFINITIONS**

Collective Agreement means the Conditions of Service Collective Agreement of the Western Cape Division.

Emergency work (in terms of the Basic Conditions of Employment Act, 1997) refers to work that must be done without delay because of circumstances for which the employer could not reasonably have been expected to make provision and which cannot not be performed by employees during their ordinary hours of work. Emergency work excludes the performance routine maintenance work outside normal working hours.

Overtime (in terms of the Basic Conditions of Employment Act, 1997) means the time that an employee works during a day or a week in excess of ordinary hours of work.

Standby is the written instruction to an employee (who can be relied on when needed) to be on standby, because of the possibility that there might be unplanned and unpredictable or emergency work to be undertaken outside normal working hours.

Standby allowance is payment as a result of having worked standby and requested to as such.

3. **POLICY**

A standby allowance will be payable to operational employees calculated as per Collective Agreement as may be determined from time to time.

4. **SCOPE AND APPLICATION**

4.1. Where the Council requires an employee to be available for the performance of duty outside his normal working hours, the employee shall be entitled to a standby allowance.

4.2. The standby allowance shall only be payable on the following conditions:

- a. When the employee is required to be available for duty for a period of at least 8 hours during a 24 hour period (based on a 40 hour working week) after normal working hours, for a maximum of one week (7days) at a time.
- b. An employee cannot be required to be on standby duty for more than 2 weeks per calendar month, save where operational requirements dictate otherwise, but not 2 consecutive weeks.

4.3. The standby allowance shall not affect or be affected by any remuneration for overtime worked by the employee during the period of standby duty.

5. GENERAL

- a. Standby duty is subject to the provisions of the Collective Agreement, and the provisions of this policy. In case of conflict between this policy and the provisions of the Collective Agreement, the provisions of the Collective Agreement will prevail.
- b. Standby duty is subject to prior written approval by a competent authority and no standby may be worked without such written approval being obtained. The competent authority may give verbal approval to the working of such standby provided such approval is followed-up with a written confirmation
- c. Competent Authority can only be from officials with delegated authority.
- d. Standby only commences after completion of an employee's ordinary daily working hours.
- e. Standby will strictly be for unplanned, unknown, unforeseen and emergency work and would be approved only for certain categories of employees agreed upon by the specific Directorate as employees authorized to be working standby.
- f. Directorates to send the list to the salaries subsection within Finance and as well as to the Human Resources subsection within Strategic Support Services. The list can only be updated by the specific Director in that directorate.
- g. Exclusions:

- The following personnel are excluded in terms of this policy and cannot work standby except if approval has been granted under conditions to be considered and approved by the Accounting Officer.
 - (i) Employees employed from T12 and above; and
 - (ii) Employees whose job function is not classified as essential services, except where prior approval has been obtained from the directorate.
- h. In exceptional cases the Accounting Officer (Municipal Manager) may consider to approve standby allowance based on the principle of unavailability.

6. AUTHORITY

This policy will come into effect on the date of approval by Council.