

# **RICHTERSVELD MUNICIPALITY**



## **24. NOTCH INCREASE POLICY**

**RICHTERSVELD MUNICIPALITY  
HUMAN RESOURCE POLICY**

**NOTCH INCREASE POLICY**

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**Approved Date: 02 July 2019**

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## **1. PURPOSE**

The purpose of this policy is to guide the Municipality on how and when employees qualify for notch increases.

## **2. SCOPE OF POLICY**

This policy shall apply to all employees, except where indicated otherwise.

## **3. DEFINITIONS**

Words in this policy will have the same meaning as defined in applicable legislation and collective agreements, unless stipulated otherwise.

## **4. LEGISLATIVE FRAMEWORK**

The legal and policy framework for the notch increase of municipal employees is:

- Basic Conditions of Employment Act, (Act No. 75 of 1997)
- Employment Equity Act, (Act No. 55 of 1998)
- Labour Relations Act, (Act No. 66 of 1995), as amended.
- Local Government Bargaining Council Agreements
- Local Government: Municipal Systems Act, (Act 32 of 2000) and the Regulations emanating therefrom.
- Local government Municipal Structures Act, Act 117 of 1998 and the Regulations emanating therefrom.
- The Municipal Finance Management Act, 2003 (Act No. 56 of 2003), as amended.

## **5. POLICY PROCEDURES**

### **a. Annual Notch increases**

The salary of an employee shall be increased annually on his increment date to the applicable notch unless the performance of the employee is, in the opinion of Management, unsatisfactory.

In the event of the performance of an employee, in the opinion of his departmental head, being unsatisfactory the departmental head shall give the employee prior notice with full reasons of his intention to recommend to Management that the notch increase of the relevant employee be withheld. After Management has considered the report of the departmental head and the

comments of the employee, if any, Management may withhold such notch increase for a maximum period of 12 months.

In the event of the performance of the employee not improving during the period referred to above, a charge may be laid against the employee in terms of the disciplinary procedure agreement.

Where Management, during or after the period referred to above, is of the opinion that the performance of the employee during such period was satisfactory, the salary of the employee shall be adjusted to the salary notch that would have been applicable to him had his salary increment not been withheld, from such date as Management may determine and the employee shall retain his previous increment date.

**b. Extraordinary salary increases**

Management may grant an employee a special increase within his scale or any other reward as management may decide, in the event of such employee, in the opinion of Management –

- Being exceptionally efficient;
- Rendering exceptional service to the Municipality;
- Being in possession of special qualifications;
- Possessing extraordinary experience;
- Displaying unusual achievement, based on a scheme mutually agreed upon.

**c. Responsibilities**

**i. Supervisor**

Supervisors must prepare reports on the performance of employees in his/her unit and submit to the departmental head in line with their job descriptions. Supervisors must indicate whether employees qualify for notch increases or not with reasons.

**ii. Head of Department**

Heads of department must prepare reports on the performance of employees in his/her department and submit to Management for consideration in line with their job descriptions. Heads of department must indicate whether employees qualify for notch increases or not with reasons.

**iii. Management**

Management will consider reports from heads of department for notch increases of employees. Reasons must be provided when employees do not qualify for notch increases.

## **6. IMPLEMENTATION AND MONITORING**

The policy will be implemented and be effective once it was recommended by the LLF and approved by Council.

## **7. COMMUNICATION**

The policy will be communicated to all the employees of the Municipality through a workshop.

## **8. POLICY REVIEW**

The policy will be reviewed annually.

## **9. BUDGET AND RESOURCES**

The financial implications and resources in terms of the implementation of the policy will be covered by the operational budget.

## **10. ROLES AND RESPONSIBILITIES**

Management will be responsible for the implementation and monitoring of the policy.

## **11. SANCTIONS**

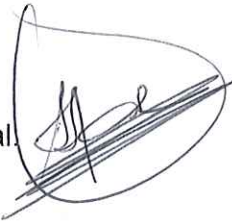
Non-compliance to the stipulations as in the policy will be regarded as an offence and will be dealt with according to the Disciplinary Code.

## **12. DISPUTE RESOLUTION**

Any dispute arising out of this policy due to wording or phrases, must be forwarded to the LLF and other relevant structures. Resolutions taken at the LLF must be incorporated into this policy.

**AUTHORITY**

MM Approval:



Date: 2019/08/01

Council Approval:

Date: