

ATTENDANCE REGISTER

ITEM C-HR (20a-2007)
CS 25/06/2007

IMPLEMENTATION OF UNIFORM ATTENDANCE REGISTER AND SALARY LEVELS EXEMPTED FROM COMPLETING ATTENDANCE REGISTERS

Referred from Item B-HR (23-2007)

RESOLVED:

1. **That** the contents of the report of the Executive Director: Human Resources Management and Development on the standardization of the attendance register format and the levels of employees compelled to complete attendance registers, **BE NOTED**.
2. **That** the standardised attendance register, attached as **Annexure "B"** **BE APPROVED** and after customization, **BE IMPLEMENTED** with effect from the first day of the month following the date of resolution.
3. **That**, the Policy on the implementation of a standardised attendance register and salary levels exempted from completing attendance registers, attached as **Annexure "C"**, **BE APPROVED** with effect from the first day of the month following the date of resolution.
4. **That all** employees including the Accounting Officer in Council's service on the new structure and lower inclusive of full time, part time contractual to holder, students, interns, experimental employees and employees appointed on a 05 year contract basis for members of the Mayoral Committee or fixed term contract employees, **BE COMPELLED** to complete the standardised approved attendance register.
5. **That** a progress report on the effectiveness and with a roll-out plan on the implementation of the biomatrix system in the Kempton Park Customer Care Centre **BE SUBMITTED** by August 2007.

EKURHULENI METROPOLITAN MUNICIPALITY

POLICY: SIGNING ATTENDANCE REGISTERS

1. PURPOSE

The purpose of the policy is to regulate and standardize the signing of attendance registers for designated levels and categories of employees.

2. SCOPE OF APPLICATION

This policy is applicable on all employees of the City of Ekurhuleni on salary level 7 and lower on the new structure.

3. PREAMBLE

The City of Ekurhuleni is committed to:

- 3.1 The proper record keeping of time worked by employees;
- 3.2 proper record keeping of all human resource related matters;
- 3.3 sound human resource management;
- 3.4 compliance with the provisions of the Basic Conditions of Employment Act 1997, and the Conditions of Employment

4. DEFINITIONS

"COUNCIL" means the City of Ekurhuleni Metropolitan Municipality Council.

"EMPLOYER" means the same as Council.

"EMPLOYEE" means all employees in Council service inclusive of full time, part-time, temporary employees contractual to holder, experiential, learnership and employees appointed on a 5 year contract basis for members of the Mayoral Committee.

"ATTENDANCE REGISTER" means the prescribed standardized attendance register approved by Council or the electronic clocking mechanism, as applicable at the various workplaces and offices of Council.

"LEGAL FRAMEWORK" Collective Agreement on Conditions of Service.
Basic Conditions of Employment Act 75 (Act 75/1997).
Conditions of Employment Agreement: Transvaal
Standard Conditions of Service
Standard Conditions of Service of Germiston.
Standard Conditions of Service EGSC. Boksburg
Conditions of Service.

5. POLICY FOR SIGNING OF ATTENDANCE REGISTERS

- 5.1 All employees in Council's service on the new structure inclusive of full time, part time contractual to holder, students, interns, experiential employees and employees appointed on a 5 year contract basis for members of the Mayoral Committee or fixed term contract employees, be compelled to complete the standardized approved attendance register or continue to utilize the designated electronic time keeping system.
- 5.2 All staff at Councils offices who in terms of 5.1 above did not previously complete an attendance register commence with the daily completion of the standardized attendance registers approved by Council on a date as determined by the City Manager.
- 5.3 That the standardized attendance register be completed in duplicate on a daily basis and that the original to be submitted by the relevant supervisors to the relevant pay offices upon completion of every working month.
- 5.4 That overtime worked also be recorded on the standardized attendance register approved by Council.
- 5.5 The relevant Executive Directors and other Heads of Departments shall ensure that throughout their relevant departments at all offices, site offices and workshops the policy be implemented.

6. DISPUTE RESOLUTION

Any dispute arising from the application of this policy shall be referred to the Bargaining Council for conciliation and/ or arbitration.