

EMPLOYMENT FRAMEWORK

ITEM C-HR (10-2007)
CS 16/04/2007

**HUMAN RESOURCES MANAGEMENT DEVELOPMENT :
EMPLOYMENT FRAMEWORK FOR THE IMPLEMENTATION
OF LABOUR INTENSIVE PROJECTS IN EKURHULENI**

RESOLVED:

1. **That** the report regarding the Employment Framework for the Implementation of Labour Intensive Projects in Ekurhuleni, **BE NOTED**.
2. **That** the attached Employment Framework attached as **Annexure "A"**, **BE APPROVED**.
3. **That** all Departments **UTILISE** this policy for labour intensive projects and works programmes which are funded by Council.
4. **That** the use of Labour Brokers **BE FORBIDDEN** unless there are exceptional and compelling reasons in which case the City Manager must approve such exceptional requests.
5. **That** the recruitment and placement of relief workers, who must be S A Citizens, **BE MANAGED** through the respective Human Resource Officers, in conjunction with the Human Resources Management and Development Department.
6. **That** the Policy **BE WORKSHOPPED** with all Councillors and departments.

Annexure A

EMPLOYMENT FRAME WORK FOR THE IMPLEMENTATION OF LABOUR INTENSIVE PROJECTS IN THE EKURHULENI METROPOLITAN MUNICIPALITY

A. INTRODUCTION

The Ekurhuleni Metropolitan Municipality currently does not have uniform and coherent processes and procedures on employment of unemployed community members in relation to labour intensive work and city funded projects e.g. grass cutting, Waste Removal, maintenance of low volume road, city facilities, etc. An endeavour is made to find a permanent solution to address employment generation in capital intensive construction works and as well as in operational and maintenance projects and works.

B. PURPOSE

This Employment Policy Framework is aimed at:-

1. One that is transparent, cost effective and implementable
2. The policy (strategy) must also be based on the principles of equality and fair distribution of employment across Ekurhuleni.
3. The Employment Policy will promote uniformity in the implementation of labour intensive projects throughout Ekurhuleni.
4. Employing persons who are unemployed.

C. MINISTERIAL DETERMINATION SPECIAL PUBLIC WORKS PROGRAMME

1. The employment labour and employment contracts shall be deemed to be in compliance with this Ministerial Determination (Annexure B). Government Gazette No. 23045 dated 25 January 2002.
2. As Ekurhuleni Metropolitan Municipality is an implementing agent of Government as a whole, the determination is therefore applicable as pronounced in clause 2 and clause 4.

D. OBJECTIVES OF THE POLICY

The main purpose of these objectives of this policy is:-

1. To ensure that the policy gives clear and simple guidelines on recruitment methodology, structures involved and methodology for reporting and monitoring, on all projects funded by Ekurhuleni.
2. To ensure that external funding (ie province and national, donors) that are managed by Ekurhuleni (e.g. MIG, PIG, etc) for labour intensive projects; do create job opportunities for the unemployed people.
3. To ensure the employment of unemployed individuals from the most vulnerable sections of disadvantaged communities who do not receive any social security income or any other form of state assistance.
4. To give impetus to SALGA's commitment to the reduction of unemployment (Annexure "B").

E. RECRUITMENT OF LOCAL LABOUR

1. The local labour required for labour intensive work is largely generic in respect of Competency / Knowledge / Skills Requirements.

2. It will, therefore, not be necessary to embark on a specific advertising exercise every time local labour is required in a specific area, nor will this be an efficient and cost effective exercise.
3. General advertisements could be broadly advertised throughout the specific areas to be serviced, by placing advertisements and application forms at the Community Halls / Ward Committee Offices, Clinics etc.
4. An appropriate, simple application form be utilised that provides the required information (Annexure C).
5. Such advertisements could go out once in 6 months and all applications received, sorted into specific areas and retained for consideration for any projects arising within these specific areas within a 6-month period.
6. All applications received as a result of such a process, are sorted according to the areas in which the applicants reside, and are entered into a data-base.
7. When labour is required within a 6-month period, and within a particular area, the department concerned must timeously submit a request to the local representative of Human Resources Management & Development for processing.
8. The number of applications required for the project are then randomly drawn from the data-base plus 10% (e.a. 50 labourers required, 55 applications are randomly selected), to cater for any applications not suitable for the work required, or who are currently / already employed.
9. The department and local Human Resource Management & Development official will select the required number of employees the remaining applications are retained for further projects within the area within the 6-month period.
10. No further selection process, e.g. interview process is required and would not be efficient or cost effective given the nature of work requiring to be performed, the nature of skills / knowledge requirements and the duration of the projects.
11. After a 6-month period the remaining applications are discarded and new advertisement generated.
12. An alternative to advertising the positions through the areas and getting applications in return, would be to use the indigent. Register (dependent on how up-to-date this is). As well as making use of the unemployment register at the local offices of the Department of Labour.

F PERIOD OF FIXED TERM EMPLOYMENT

1. The period of employment of labour must not be less than the estimated period of the project nor more than 6 months.
2. If the labour intensive work is ongoing and where relief labour is required due to vacation leave, long sick leave etc. by permanent employees then the period of fixed term employment shall not be less than 1 month nor more than 6 months. This Proviso will in the main apply to departments who undertake large scale labour intensive work such as SRAC, Solid Waste and Roads Transport and Civil Works.
3. Where projects are longer than 6 months or ongoing large numbers of relief labour in required, then further written requests must be submitted timeously to the local Human Resources Management & Development representatives

who will, then activate a new set of labour in line with guidelines as in “D” above

G. PAYMENT AND SOURCE OF FUNDING

Payment to labour would be in arrears, paid on a monthly basis based on the minimum wage of the local government sector which is as follows. (Attached Annexure E).

1. July 2006 to 31 December 2006: R2 850, 00 pm
2. 1 January 2007 R2 907, 00 pm

This minimum wage shall be adjusted as and when the SALGBC revises this amount.

The minimum wage paid to labour in terms of the policy shall be construed as an all inclusive wage and excludes all benefits.

The wage paid shall be subject to Site tax and UIF deductions.

H. DATA-BASE FOR THE UNEMPLOYED PERSONS

1. A reliable data-base of all unemployed persons within an area must be developed and maintained by the local HR offices.
2. The data-base must also include available skills (skills audit) possessed / acquired by the un-employed persons.
3. Unemployed people must be able to register freely and must give their personal details including the area they are residing in.
4. The data-base must be regularly updated to ensure accuracy and reliability.
5. The data-base must be made available to departments as and when they need to source for labour.
6. The unemployed people on the data-base must also have an opportunity for training and upskilling which include life skills.

I. STAKEHOLDER PARTICIPATION

The Corporate Human Resources Management & Development Department will be responsible for stakeholder participation ie arranging initial and regular project information meetings with all relevant stakeholders in the implementation of projects and large scale labour intensive programmes.

J. MONITORING AND REPORTING

1. It will be expected that the responsible local official Human Resources official liaise with departments on a regular basis to ensure progress of work and working condition on site.
2. The local Human Resources official is also expected to prepare a monthly report for inclusion for the manager's report to the relevant portfolios.
3. The responsible official in the department concerned will prepare monthly progress reports to be submitted to their Portfolio Committee and Council.

CONCLUSION

These employment guidelines for labour intensive work in Ekurhuleni Metropolitan Municipality is aimed at the unemployed and any employment in terms of this Policy, shall not be construed as permanent employment nor shall such employment create any expectations for permanency.