

# THEMBISILE-HANI LOCAL MUNICIPALITY



## DRAFT CLOCKING, ATTENDANCE AND PUNCTUALITY POLICY 2024/25

## CLOCKING, ATTENDANCE AND PUNCTUALITY POLICY

### 1. PREAMBLE

All employees shall work such hours and days in accordance with the operational needs and requirements of the Municipality, which shall not be less than forty (40) hours, and not more than forty-four (44) hours, per week. The Municipality also commits to ensuring that its employees are able to balance their private and professional demands, enhance their quality of life and increase their job satisfaction.

### 2. PURPOSE

The purpose is to regulate and manage normal working hours as well as flexible work hours for employees in order to balance working hours with personal commitments

### 3. SCOPE

This policy applies to all employees of the Municipality, and varies among departments and as per the natures of their employment contracts.

### 4. LEGISLATIVE AND POLICY FRAMEWORK

- Constitution of the Republic of South Africa Act 108 of 1996
- Municipal Systems Act 32 of 2000
- Municipal Structures Act 117 of 1998
- Local Government: Regulations on appointment and conditions of employment of senior managers, dated 17 January 2014
- Local Government: Municipal Staff Regulations, 2016 (issued in terms of Section 72, read with Section 120 of the Municipal Systems Act 32 of 2000)
- Local Government: Guidelines for the Implementation of the Municipal Staff Regulations, 2016 (issued in terms of Section 72, read with Section 120 of the Municipal Systems Act 32 of 2000)
- Municipal Finance Management Act 56 of 2003
- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997

### 5. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the applicable legislation, or as defined and / or explained in the Glossary of the Human Resources Policies Manual.

## **6. PROBLEM STATEMENT**

To monitor daily attendance of work for all employees of the municipality.

## **7. POLICY PROVISIONS**

### **7.1 Temporary Employees**

The working hours for temporary employees are regulated by the provisions contained in their contracts of employment, read with schedules and / or annexures attached thereto, as may be varied in writing from time to time.

### **7.2 Permanent Employees**

#### **7.2.1 Normal Working Hours**

**7.2.1.1** Normal working hours are from 07h45 to 16h00, from Mondays to Fridays.

**7.2.1.2** Employees are required to work a minimum of eight (8) hours daily

**7.2.1.3** Employees shall take a forty-five minutes (45) lunch break daily, which does not accumulate, whether or not the employee takes it.

**7.2.1.4** The lunch break shall not be used in lieu of leaving work early, or coming to work late.

**7.2.1.5** In order to enhance sufficient operations in the office, lunch breaks shall be scheduled in a flexible manner between the hours of 12h00 and 15h00, and depending on the operational arrangements from department to department.

**7.2.1.6** Time off for personal matters shall be worked in by all employees and arrangements in this regard shall be agreed to by line managers and/or the Municipal Manager before time off for personal matters are taken.

#### **7.2.2 Flexible Work Arrangements**

**7.2.2.1** The Municipality may, by mutual agreement, make arrangements with an employee to work flexible hours, provided the nature of the employee's work and the Municipality's operational requirements allows for it.

**7.2.2.2** Employees who need flexible work arrangements shall present their circumstances to their respective line managers and/or Municipal Manager in order to establish their needs and eligibility, and approval.

**7.2.2.3** Arrangement, agreement to, approval of and continuation of

flexible work arrangements shall be the sole and entire discretion of the Municipality, and shall be in writing and consented to by the employee, line manager, and/or the Municipal Manager, and furthermore placed on employee's personnel file at the HRM Unit.

**7.2.2.4** The minimum working hours for a normal working day shall apply throughout, and approval may be withdrawn should the employee fail to comply with it.

### **7.3 Tele-Work**

#### **7.3.1 Arrangements**

The Municipality may, by mutual agreement, make arrangements with an employee to work from home, provided the nature of the employee's work and the Municipality's operational requirements allows for it.

#### **7.3.2 Applications**

Applications in these regards shall be considered in the same manner as in flexible working arrangements, as well as the following:

**7.3.2.1** Employees working from home are compelled to attend weekly management meetings and monthly staff meetings.

**7.3.2.2** Employees are expected to honour requests to report to the office.

**7.3.2.3** The maximum days working from home shall not exceed two (2) days per week.

**7.3.2.4** The employee's permanent workstation at the office shall be maintained.

#### **7.3.3 Absence due to Sickness**

Leave of absence shall apply to working from home in the same manner that it applies to working normally from office.

#### **7.3.4 Deliverables**

Working from home does not allow direct, full-time supervision, and therefore the management of deliverables shall apply through use of project schedules, key milestones, regular status reports, and team reviews in order to evaluate the employee's performance.

#### **7.3.5 Qualifying criteria**

On receiving a request to work from home, the line manager shall assess the employee's application against the following criteria:

**7.3.5.1** work that does not require frequent input from other colleagues

**7.3.5.2** ability to cope with additional pressures or working at home where the demands of family life are hard to ignore

**7.3.5.3** self-motivation

**7.3.5.4** self-reliance and discipline to work towards deadlines

**7.3.5.5** initiative, flexibility and time management skills

**7.3.5.6** ability to deal with reduced social contact and isolation

**7.3.5.7** a high degree of written rather than manual work

**7.3.5.8** work is to be performed on an individual basis or with clearly defined areas of individual work which has clearly defined objectives and can be subject to performance measurement

### **7.3.6** Equipment

The Municipality shall provide employees working from home with the following tools and/or resources to enable them to execute their tasks effectively:

**7.3.6.1** Laptop / Notebook / Tablet.

**7.3.6.2** Mobile data device / card / router.

**7.3.6.3** Technological device providing them legal remote access to the Municipality server.

**7.3.6.4** Mobile phone (Cellular phone).

**7.3.6.5** Software that enables virtual meetings, uploading of documents, and collaboration on documents.

### **7.3.7** Hours of work

**7.3.7.1** When an employee working from home reports at the permanent place of work, he/she shall do so by no later than 07h45, and shall be permitted to leave after 14h00.

**7.3.7.2** Employees working from home shall not be eligible for overtime pay.

### **7.3.8** Extraordinary circumstances

Remote working may be allowed when extraordinary circumstances in the Municipality, province, or the whole country prevails. Such

circumstances shall be officially pronounced by the Council, and shall include but not limited to, highest alert levels accompanying the declarations of the state of national or provincial disasters, cross-border detached duty, and so on.

## **7.4 Time clocking for all employees**

### **7.4.1 Official time of records**

**7.4.1.1** The electronic time keeping system and associated work records shall become the official basis for recording hours worked for all employees of the Municipality. Where there are technical problems with the system employees will be subjected to use manual time registers for clocking purposes.

**7.4.1.2** HRM Unit shall submit employee information to the salaries office/IT fingerprint database when an employee is newly appointed, or when an employee had a change in employment status (e.g. exempt from clocking), has resigned or has been terminated.

**7.4.1.3** Department-handwritten timesheets shall be reconciled against the electronically generated timesheets (based on the data in the clocking system).

**7.4.1.4** To ensure consistency of treatment of all employees, the data recorded in the time clock system, together with the hand-written time sheets, shall be considered as the "official" record of the workday.

**7.4.1.5** All employees shall co-operate to clock in at the beginning of the working day / shift, and clock out at the end of the working day/shift.

**7.4.1.6** Manual / hand-written time and attendance sheets shall be maintained at workplaces where electronic clocking readers have not been installed.

### **7.4.2 Employee time of reports**

**7.4.2.1** The electronic timekeeping system shall be used to record all hours worked and leave taken during the reporting period for all personnel. Notwithstanding the use of the clocking system, the requirement to request approval for leave, and to complete the actual leave form for each category of leave taken and seek approval thereof prior to commencing the leave, shall still apply.

**7.4.2.2** The time and attendance reports shall reflect all regular as well as additional hours worked during the period, including leave, compensatory time, holidays, etc.

**7.4.2.3** Adjustments to hours and leave shall be posted weekly by the time keeping officials in the responsible department to avoid errors and omissions that may occur if these adjustments are posted toward the end of the payroll period.

**7.4.2.4** All days (Monday through to Friday) that are not considered workdays shall be termed holidays. Holiday credit hours shall not count toward the overtime limits.

**7.4.2.5** Meal intervals are not regarded as working time and shall therefore be excluded when calculating time worked.

### **7.4.3** Daily clocking-in / out requirements

**7.4.3.1** All employees shall “clock-in” in the morning and “clock-out” at the end of the workday, or end of overtime, at their place of work. Off site workers must use hand held devices that will be allocated to supervisor for their daily clocking in and out daily at their respective work sites.

**7.4.3.2** Under certain conditions, such as training at an off-site location, extra-curricular events, etc., the employee shall report time worked to time keeping officials in the responsible department and immediate supervisor so that their time worked can be manually entered in the departmental time register.

**7.4.3.3** Employees are expected to clock in and out on their scheduled times as prescribed by Council and relevant for that workplace, and shall report to the supervisor at the start of the workday.

**7.4.3.4** Working outside the stipulated working times, either intentionally or carelessly, shall not be allowed unless pre-authorized by management.

**7.4.3.5** Employees shall not be allowed to clock out before the end of the workday, or before stopping work.

### **7.4.4** Tampering with the clocking system

HRM Unit shall review incidents of tampering with the clocking system, and institute appropriate disciplinary or corrective measures. Incidents in this regard are, but not limited to:

**7.4.4.1** Tampering, or attempting to tamper, with the clocking / time-keeping hardware or software.

**7.4.4.2** Clocking-in for an absent or late employee or colleague (also known as “buddy clocking”).

**7.4.4.3** Interference with other employees' use of the Time Clocking System.

**7.4.4.4** Unauthorised changes to any employee's clocking times.

#### **7.4.5** Clocking problems

**7.4.5.1** If an employee is unable to clock in or out because of a time clock malfunction or accidental oversight, it shall be the employee's responsibility to immediately inform the time keeping official in the responsible department and/or supervisor.

**7.4.5.2** In this situation, the time keeping official in the responsible department shall "manually" register the employee in or out in the departmental register and/or time sheets.

**7.4.5.3** The time keeping official in the responsible department shall then notify HRM Unit of the clocking problems experienced.

**7.4.5.4** Employees shall be required to report the clocking system's memory loss, and loss of fingerprint contact, to HRM Unit.

#### **7.4.6** Processing of electronic time reports

**7.4.6.1** The salaries office shall close the work month in time clocking system according to a pre-set schedule to ensure that time adjustments and leave taken are properly recorded.

**7.4.6.2** Time keeping officials in the responsible department shall, therefore, resolve all missed shifts, leave taken, holidays, on or before the date set for time sheets to be handed in.

**7.4.6.3** Each supervisor or designee shall prepare print-outs of all time sheets, for the period identified and in the correct format, from the time clocking system and request each employee to review and sign next to their name.

**7.4.6.4** If the supervisor or assignee is satisfied with the hours reported, he / she shall sign the electronic time sheet as well and submit it to the salaries office by due date as set in publicised submission schedules.

**7.4.6.5** To ensure accuracy, time keeping officials in the responsible department, in collaboration with supervisors / heads of department, shall provide employees with the opportunity to review their electronic timesheet before the payroll due date as stipulated by the finance department.

#### **7.4.7** Deductions from pay

**7.4.7.1** If an employee is absent and has used up all available leave, sick and/or injury on duty, compensatory time, etc., their pay shall be reduced for the hours missed based on their hourly rate of pay.

**7.4.7.2** If compensatory time is available, the salaries office shall deduct the necessary hours to meet the workable hour threshold for that week.

#### **7.4.8** Clocking time for supervisors

**7.4.8.1** Heads of Department shall monitor and verify the time and attendance records of all supervisors in their respective departments.

**7.4.8.2** Time data information for each supervisor shall be approved in writing (signature) on the electronic as well as the manual time sheets (departmental registers).

**7.4.8.3** The two documents shall be reconciled with each other and any differences shall be attended to before submission to the finance department.

### **7.5** Absence

Employees are considered absent from work when not available for the assigned work schedule, regardless of the reason.

#### **7.5.1** Scheduled Absences

**7.5.1.1** Employees shall notify their supervisors as early as possible regarding scheduling time off from work, whether paid or unpaid.

**7.5.1.2** Scheduled absences shall be arranged at the mutual convenience of the department and employee, based on operational circumstances.

**7.5.1.3** Absence shall be considered scheduled when a 24-hour notice is given in advance, and the absence is approved by the supervisor.

#### **7.5.2** Unscheduled Absences

**7.5.2.1** Should an employee miss work due to an unscheduled absence (e.g. calling-in sick), he/she shall follow prescribed leave procedure in that regard, whose condoning or *post facto* approval shall be at the sole discretion of the supervisor.

**7.5.2.2** Failure to follow the prescribed procedure may result into instituting disciplinary action.

**7.5.2.3** Ten consecutive days of unscheduled absence, and failure to notify and obtain approval shall be considered as absconding and the employee's services can be terminated effective from the day following the last day of work.

### **7.5.3 Excessive Unscheduled Absences**

**7.5.3.1** Excessive unscheduled absences shall result in instituting disciplinary action up to and including dismissal.

**7.5.3.2** Supervisors shall notify an employee when patterns or concerns develop that may place them at risk of being reprimanded.

**7.5.3.3** The following factors shall be considered in determining if unscheduled absences are excessive:

- a. A pattern of absence demonstrating a predictable routine, such as where an employee is consistently absent the day after pay day, or a particular day, e.g. Monday or Friday, or always on the day before or after a holiday, etc.
- b. Frequency of absence, or repeated instances of unscheduled absences, such as call-ins, early departures, not reporting etc., can be regarded as excessive unscheduled absences even though the absences may not constitute a pattern.

### **7.5.4 Tardiness**

**7.5.4.1** An employee shall be considered tardy when he/she fails to report to the assigned work area at the scheduled time. This includes returning from body breaks and lunch breaks.

**7.5.4.2** Departments shall define punctuality standards for their operations and are responsible for communicating them to employees.

**7.5.4.3** Employees who expect to be late shall notify their supervisors in line with department-specific work procedures.

**7.5.4.4** Employees shall not extend a normal working day to make up for being tardy without supervisors' approval.

## **7.6 Roles and responsibilities**

**7.6.1** The Municipal Manager or his / her delegated assignee(s) accept overall responsibility for the implementation and monitoring of the policy. The financial implications related to implementing this policy shall be qualified and quantified by Human Resource Management Unit.

**7.6.2** Heads of Department, or their assignees, shall:

**7.6.2.1** Appoint time keeping officials in their respective departments to process time sheets.

**7.6.2.2** Authorise time keeping officials in their respective departments to change / edit or review time sheets daily, where necessary.

**7.6.2.3** Sign time sheets where changes / editing was done.

**7.6.2.4** Direct requests for training on processing timekeeping reports to HRM Unit, and ensure training is provided when needed.

**7.6.2.5** Print out the time and attendance reports on a regular basis and check any irregularities or suspicious patterns, and investigate them in a timely manner where warranted.

**7.6.2.6** Report any change of status of an employee (e.g. absence without leave, absconding, death, etc.) to the HRM Unit.

## **8. POLICY MONITORING AND EVALUATION**

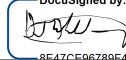
**8.1** This policy shall be implemented and effective once recommended by the Policy development committee, Local Labour Forum and approved by Council.

**8.2** Non-compliance to the stipulations contained in this policy shall be regarded as misconduct, which shall be dealt with in terms of the Code of Conduct.

**8.3** Head of Corporate Services shall carry out the monitoring and evaluation of the policy's implementation.

## **9. POLICY APPROVAL**

Approved by Municipal Council on the 23<sup>rd</sup> of May 2024 and signed by the Municipal Manager

DocuSigned by:  
  
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**DJD Mahlangu**

6/5/2024

**Date**

