

Blouberg Municipality



CHAPTER 3: JOB EVALUATION (JE) POLICY

STATUS: As adopted on the 29 May 2025

ANNEXURE A: CONDUCTING MANDATORY JOB EVALUATION ANNEXURE B: CONSEQUENCES OF A RE-GRADED POST

JOB EVALUATION POLICY

1. PREAMBLE

The Blouberg Local Municipality is committed to ensuring that all jobs are correctly evaluated, and thereby provides the basis for a fair and orderly grading structure that underpins its commitment to equal pay for work of equal value.

2. PURPOSE

The purpose of the policy is to ensure that the process of job evaluation is both equitable and transparent, irrespective of the size or level of the job, in order to:

- 2.1 Determine the intrinsic worth of all jobs
- 2.2 Systematically assess the degree of complexity of the job content, discretion and requirements, independent of any preconceived standards of remuneration and without regard to the qualities and performance of the incumbent of the job
- 2.3 Create a rational rank order of jobs, and job structure based on a system that is readily understood, fair and defensible, for all stakeholders (e.g. Human Resources, management, staff members and representative staff member union)
- 2.4 Create a rational basis for establishing competitive salary ranges that take internal equity into account, apart from other factors such as national labour market surveys (for external pay equity), skill and performance

2.5 Provide human resources management with key data for organisational design, recruitment and selection, performance management, training and development, career planning and pathing, and succession planning.

3. SCOPE OF APPLICATION

This policy applies to all jobs in the Municipality, both permanent and fixed term contract positions.

4. LEGISLATIVE AND POLICY FRAMEWORK

- Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996)
- Municipal Systems Act, 2000 (Act No. 32 of 2000)
- Municipal Structures Act, 1998 (Act No. 117 of 1998)
- Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- Labour Relations Act, 1995 (Act No. 66 of 1995)
- Employment Equity, 1998 (Act No. 55 of 1998)
- Skills Development Act, (Act No. 97 of 1998)
- Local Government: Regulations on appointment and conditions of employment of senior managers, 2014
- Local Government: Municipal Staff Regulations, 2021
- Local Government: Guidelines for the Implementation of the Municipal Staff Regulations, 2021

5. DEFINITIONS

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

6. PROBLEM STATEMENT

The placement of municipal staff which was previously done in contravention of regulations and collective agreements has created disparities on salaries of municipal staff and the Job Evaluations will be at the core of resolving the challenge.

7. POLICY PROVISIONS

7.1 Job evaluation principles

7.1.1 Job evaluation shall ensure that work done at similar levels have a similar salary range so that disparities or inequalities in the payment of salaries are minimised.

7.1.2 Every staff member is entitled to know the grade of the post that he or she occupies.

7.1.3 Posts shall be evaluated –

- (a) within six months of a material and permanent change to the job content of or job requirements for a post; or
- (b) before a new post is filled.

7.1.4 The head of the relevant department and the manager responsible for human resources shall provide the job evaluation committee with their representations as to whether the job description has materially and permanently changed.

7.1.5 The evaluation of the job may result in the job being –

- (a) upgraded
- (b) downgraded; or
- (c) remaining on the same grade.

7.1.6 All jobs shall be evaluated using the Council-approved Job Evaluation System.

7.1.7 Job evaluation shall centre on the job, and not the staff member performing the job.

7.1.8 All jobs shall be evaluated as they are, not as what the evaluator or incumbent imagine it could or should be.

7.1.9 Job evaluation shall not be used as a means to a promotion or reward, though a properly authorised job evaluation of a particular job may result in a higher grading.

7.2 Job evaluation system

7.2.1 The Municipality must utilise a job evaluation system to determine the job grade

7.3 Job descriptions

7.3.1 Every post on the staff establishment of the Municipality shall have a written job description.

7.3.2 The municipality shall keep a record of job descriptions for all posts.

7.3.3 The supervisor shall develop, and where appropriate, review a job description for a post that the supervisor is responsible for.

7.3.4 A job description shall contain at least the job title, objectives of the job, the location of the job on the staff establishment, key responsibilities, competencies and requirements of the relevant job.

7.3.5 A job description may be reviewed at least once every five years following the reorganisation of the municipal administration resulting in significant changes to the jobs to ensure that the job description remains relevant and current.

7.3.6 The Municipality shall, from time to time, align job descriptions to the standards and guidelines, as well as adopt generic jobs and benchmarking of critical jobs, set by the Minister.

7.4 Establishment of Job Evaluation Committee

7.4.1 A Job Evaluation Committee is hereby established to evaluate all jobs in the Municipality.

7.4.2 The Municipality shall consider evaluating all jobs in the Municipality using the district-level job evaluation committee, subject to a written agreement with the participating local municipalities in the district, a representative committee, as well as the proportional sharing of costs.

7.5 Composition of Job Evaluation Committee

7.5.1 The job evaluation committee shall consist of the following:

- (a)** Manager responsible for job evaluation or any person delegated by that manager.
- (b)** Two representatives from each trade union who shall be released from their responsibilities to attend meetings of the job evaluation committee.
- (c)** Four suitable additional members, each from different functional areas within the Municipality to undertake the grading of the jobs.

7.5.2 The municipal manager shall approve the composition of the job evaluation committee.

7.5.3 The municipal manager, or delegate, may appoint an external independent advisor with sufficient experience and knowledge in job evaluation to —

- (a)** provide support to and assist the job evaluation committee in carrying out its roles and responsibilities; or

- (b) conduct the job evaluation on behalf of the committee and to present the outcomes of the job evaluation to the committee for ratification.
- (c) The manager responsible for the job that is being evaluated may attend the meeting of the job evaluation committee by invitation.

7.5.4 Members of the job evaluation committee shall —

- (a) appoint a chairperson; and
- (b) receive adequate training to perform their duties on the committee.

7.5.5 The job evaluation committee shall appoint a secretary to support it in carrying out its functions.

7.5.6 The job evaluation committee's quorum is 50% plus one of the members. In the event that a meeting does not quorate, the meeting shall be postponed, and another date set where the members present form the quorum.

7.5.7 If a member of the job evaluation committee's job is being evaluated, he or she shall be recused from the meeting until the relevant agenda item has been disposed of.

7.5.8 Decisions of the job evaluation committee shall be taken by consensus, and if the committee fails to reach consensus, by a majority of the members of the committee, with the chairperson having a casting vote, in addition to a deliberative vote.

7.5.9 The meetings of the job evaluation committee shall be recorded.

7.5.10 Should the Municipality's capacity to conduct job evaluation become inadequate, the bargaining council shall be requested to assist: Provided that a job evaluation committee is established at a district level by written agreement of the participating local municipalities, and the membership of the committee is representative of each of the affected municipalities.

7.6 Rules governing Job Evaluation Committee and Appeal Committee

7.6.1 A member of the Job Evaluation Committee and Appeal Committee shall recuse himself or herself in the event of a conflict of interest.

7.6.2 The members of the Job Evaluation Committee and Appeal Committee shall maintain confidentiality on all grading outcomes prior to formal notification of the outcomes and may not disclose any information about the job evaluation

process in a manner that may prejudice the implementation of the committee's outcomes.

7.6.3 The members of the Job Evaluation Committee and Appeal Committee shall conduct themselves in a fair, transparent and impartial manner and shall not unduly influence or interfere with the grading process.

7.7 Consequences of re-graded post

7.7.1 The salary attached to a post that has been re-graded shall be adjusted as follows:

- (a)** If the current salary of a staff member in that post is within the salary scale of the new grade, the staff member shall be placed on the salary notch immediately above the staff member's current salary
- (b)** If the current salary of the staff member in that post is below the minimum of the new grade, the staff member shall be placed on the minimum notch of the salary scale for the new job grade; and
- (c)** If the current salary of the staff member in that post is higher than the new grade maximum, the staff member shall retain his or her existing salary and annual cost of living adjustments shall be applied to the retained salary.

7.7.2 The municipal manager shall approve the staff members grading outcome within 30 days of such grading having been approved by the job evaluation committee: Provided that sufficient budgeted funds have been made available for the grading of such post and that no post shall be graded retrospectively.

7.7.3 Notwithstanding clause 7.7.2, a new staff member appointed to the re-graded post shall be paid according to the job grade.

7.7.4 If a filled post is downgraded, the municipality may, if practicable —

- (a)** first attempt to re-design the job; or
- (b)** offer the incumbent a transfer to a vacant post with an equivalent grading to the staff member's job before the downgrading.

7.8 Appeal about job evaluation outcome

7.8.1 The Municipality hereby establishes a Job Evaluation Appeals Committee to process and determine job evaluation appeals of staff members.

7.8.2 The rules, procedures and composition of the Job Evaluation Committee shall apply to the Job Evaluation Appeals Committee, along with changes where necessary.

7.8.3 A staff member who is dissatisfied by a decision of the Job Evaluation Committee may lodge an appeal to the Job Evaluation Appeals Committee within 30 days of being informed of the decision of the Job Evaluation Committee.

7.8.4 The following may be grounds for appeal and review:

- (a)** An inaccurate job description in relation to the post or job
- (b)** Procedural irregularity
- (c)** Evidence of discrimination and/or bias
- (d)** Inconsistent results in comparison with similar positions within the Municipality

7.8.5 The appeal or review may not be based on the grounds of:

- (a)** the incumbent's performance, skills, knowledge or any other personal attribute
- (b)** the budget or affordability

7.8.6 Once the appeal or review has concluded, the outcome of the appeal or review shall be communicated to the Head of Department, line manager and the complainant, through the Human Resources Unit.

7.8.7 Once the appeal or review has concluded, no further appeal is available through the job evaluation process.

7.8.8 Should the complainant be dissatisfied with the outcome of the appeal or review, then this shall be addressed via the grievance procedure.

7.9 Job grade implementation

7.9.1 Once the grade has been ratified by the Job Evaluation Committee, the grade is then communicated to the relevant Head of Department and line manager through the Human Resource Unit.

7.9.2 The Human Resource Unit shall advise line management on the options regarding the implementation of the outcome. The outcome could include:

- (a) A commensurate salary adjustment for the incumbent in line with the new job responsibilities and the new grade
- (b) The reinstatement of the previous job description at the old grade, with a commensurate adjustment in job responsibilities and performance management indicators for the incumbent; or
- (c) An adjustment of working conditions in order to afford the commensurate salary range for the new job at the new grade.

7.9.3 The Human Resource Unit shall proceed to implement the outcomes in line with the Municipality's policies and the delegated authority.

7.10 Roles and responsibilities

7.10.1 Job Evaluation Committee

The Job Evaluation Committee shall –

- (a) Ensure that a job evaluation system is applied consistently for all jobs in the Municipality
- (b) Plan and prioritise the grading needs of the Municipality
- (c) Recommend to the relevant approving authority the grading of the post and the date when any new grading may take effect: Provided that no post shall be upgraded unless sufficient budgeted funds have been made available, including funds for the remaining period of the relevant medium-term revenue and expenditure framework for purposes of upgrading of posts; and
- (d) Monitor the quality of job descriptions.

7.10.2 Job Evaluation Appeals Committee

The job evaluation appeals committee shall process and determine job evaluation appeal of staff members.

7.10.3 Municipal Manager

The Municipal Manager shall ensure that –

- (a) A job evaluation system is in place
- (b) The Council approves the job evaluation system insofar as the Minister determines more than one system in terms of the Regulations

- (c) Each post on the staff establishment has a job description
- (d) A job evaluation committee and job evaluation appeals committee are established and functional; and
- (e) Every staff member is advised of the grade of the post that the staff member occupies.

8. POLICY MONITORING AND EVALUATION

- 8.1 This policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council.
- 8.2 Non-compliance to the stipulations contained in this policy shall be regarded as breach of Code of Conduct, 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

This policy was formulated by HR Management in consultation with the Local Labour Forum.

Authorised by Municipal Manager:

Signature:

 Date: 29/05/2025

Recommended by Portfolio Committee on Corporate Services:

Signature:

 Date: 29/05/2025

Approved by Municipal Council:

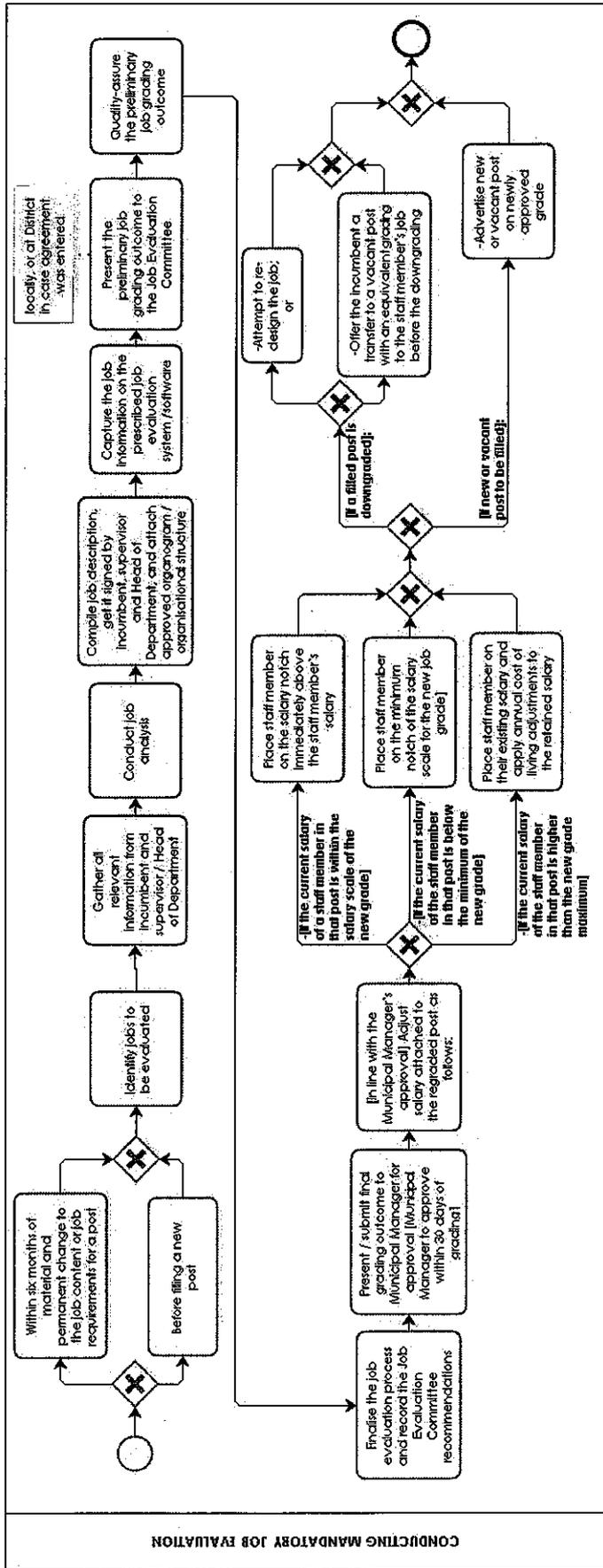
Signature:

 Date: 29/05/2025

ANNEXURE A: CONDUCTING MANDATORY JOB EVALUATION

CONDUCTING MANDATORY JOB EVALUATION					
NO.	PROCEDURE STEPS	ACTORS	AVERAGE TIME TAKEN PER TRANSACTION	AVERAGE TRANSACTIONS PER MONTH (OR YEAR)	
1.	[Within six months of material and permanent change to the job content or job requirements for a post; OR Before filling a new post] Identify jobs to be evaluated				
2.	Gather all relevant information from incumbent and supervisor / Head of Department				
3.	Conduct job analysis				
4.	Compile job description, get it signed by incumbent, supervisor and Head of Department, and attach approved organogram / organisational structure				
5.	Capture the job information on the prescribed job evaluation system /software				
6.	Present the preliminary job grading outcome to the Job Evaluation Committee [locally, or at District in case agreement was entered]				
7.	Quality-assure the preliminary job grading outcome				
8.	Finalise the job evaluation process and record the Job Evaluation Committee recommendations				
9.	Present / submit final grading outcome to Municipal Manager for approval [Municipal Manager to approve within 30 days of grading]				
10.	<p>[In line with the Municipal Manager's approval] Adjust salary attached to the regraded post as follows:</p> <ul style="list-style-type: none"> - [If the current salary of a staff member in that post is within the salary scale of the new grade] Place staff member on the salary notch immediately above the staff member's salary - [If the current salary of the staff member in that post is below the minimum of the new grade] Place staff member on the minimum notch of the salary scale for the new job grade] - [If the current salary of the staff member in that post is higher than the new grade maximum] Place staff member on their existing salary and apply annual cost of living adjustments to the retained salary 				

<p>11.</p>	<p>[If a filled post is downgraded]:</p> <ul style="list-style-type: none"> - Attempt to re-design the job; or - Offer the incumbent a transfer to a vacant post with an equivalent grading to the staff member's job before the downgrading 		
<p>12.</p>	<p>[If new or vacant post to be filled]:</p> <ul style="list-style-type: none"> - Advertise new or vacant post on newly approved grade 		



ANNEXURE B: CONSEQUENCES OF A RE-GRADED POST

CONSEQUENCES OF A RE-GRADED POST					
NO.	PROCEDURE STEPS	ACTORS	AVERAGE TIME TAKEN PER TRANSACTION	AVERAGE TRANSACTIONS PER MONTH (OR YEAR)	
1.	[Due to permanent substantial change in job content] Apply to the Departmental Head for post to be re-evaluated / re-graded				
2.	Gather all relevant information from incumbent and supervisor / Head of Department				
3.	Conduct job analysis				
4.	Compile job description, get it signed by incumbent, supervisor and Head of Department, and attach approved organogram / organisational structure				
5.	Present / submit the request to job evaluation committee (at the Municipality, or at the District Municipality in case an agreement was entered for this) for grading				
6.	Present / submit final grading outcome to Municipal Manager for approval [Municipal Manager to approve within 30 days of grading]				
7.	<p>[In line with the Municipal Manager's approval] Adjust salary attached to the regraded post as follows:</p> <ul style="list-style-type: none"> - [If the current salary of a staff member in that post is within the salary scale of the new grade] Place staff member on the salary notch immediately above the staff member's salary - [If the current salary of the staff member in that post is below the minimum of the new grade] Place staff member on the minimum notch of the salary scale for the new job grade] - [If the current salary of the staff member in that post is higher than the new grade maximum] Place staff member on their existing salary and apply annual cost of living adjustments to the retained salary 				
8.	<p>[If a filled post is downgraded]:</p> <ul style="list-style-type: none"> - Attempt to re-design the job; or - Offer the incumbent a transfer to a vacant post with an equivalent grading to the staff member's job before the downgrading 				

CONSEQUENCES OF A RE-GRADED POST

