

# MSUKALIGWA LOCAL MUNICIPALITY



## MSUKALIGWA EXPANDED PUBLIC WORKS PROGRAMME (EPWP) POLICY

**2023-2024**



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## **ABBREVIATIONS**

<b>CWP</b>	<b>Community Works Programmes</b>
<b>DPW</b>	<b>National Department of Public Works</b>
<b>GDS</b>	<b>Growth and Development Summit</b>
<b>EPWP</b>	<b>Expanded Public Works Programme</b>
<b>SALGA</b>	<b>South African Local Government Association</b>
<b>FET</b>	<b>Full Time Equivalent</b>
<b>M&amp;E</b>	<b>Monitoring and Evaluation</b>
<b>MIS</b>	<b>Management of Information System</b>
<b>PPE</b>	<b>Personal Protective Equipment</b>
<b>BCEA</b>	<b>Basic Conditions of Employment Act 1997</b>
<b>SDA</b>	<b>Skills Development Act</b>
<b>OHSA</b>	<b>Occupational Health &amp; Safety act no 85 of 1993</b>
<b>DORA</b>	<b>Division of Revenue Act</b>
<b>SCMP</b>	<b>Supply Management Policies</b>
<b>UIF</b>	<b>Unemployment Insurance Fund</b>
<b>LED</b>	<b>Local Economic Development</b>
<b>IDP</b>	<b>Integrated Development Programme</b>
<b>MLM</b>	<b>Msukaligwa Local Municipality</b>

## 1. DEFINITIONS

<b>Term</b>	<b>Definition</b>
EPWP	Expanded Public Works Programme (EPWP) means a programme to provide public or community assets or services through labour intensive programme, initiated by the municipality and funded from public resources.
EPWP Employee	A person employed to work in an EPWP project under the Code of Good Practice for Special Public Works Programmes or the Learnership Determination for unemployed learners.
Council	Means Msukaligwa Local Municipality.
EPWP Coordinator/Champion	A person appointed by the council to coordinate all EPWP projects and ensure that the jobs created are registered and reported in terms of the EPWP principles.
Departmental EPWP patrons	The Council officials or manager responsible for the EPWP projects in their respective department.
EPWP data captures	Means the officials appointed to do data capturing for the EPWP employees personal details including their worksheets. They are responsible to provide necessary documentation which will enable the Finance Department to pay the stipend month end.
Msukaligwa Local EPWP Committee	Means a committee established by Council to deal with all EPWP matters and to ensure

compliance with all pieces of legislation related to implementation of EPWP

FTE target

“FTE target” means the targeted number of Full Time Equivalent Jobs that the programme is required to create using its baseline budget within the financial year

Code of Good Practice for Special Public Works Programmes

The Minister of Labour issued and Gazette a Code of Good Practice for Special Public Works Programmes which provides guidelines to all stakeholders involved in EPWP in respect of working conditions, payment and rate of pay, disciplinary and grievance procedures. It also promotes a common set of good practices and minimum standards in employment practices among the different EPWP sub-programmes within South Africa. Refer to Gazette No 129, 18 February 2011.

Cost per FTE

Cost per FTE is calculated by: dividing the total budget for an EPWP project by the number of full time equivalent jobs (FTEs) planned to be created.

Criteria

A set of decisive factors or elements often used to reach a decision.

Environment & Culture Sector (E&Cs)

For the national sphere, the E&Cs EPWP

EPWP Incentive Allocation

Incentive Allocation is a specifically and exclusively appropriated budgetary allocation to eligible public bodies to expand job creation for EPWP target group by implementing EPWP programmes/projects to achieve a targeted number of full time equivalent jobs (FTEs).

The EPWP incentive is earned per quantum of employment created and is measured in full time equivalent jobs (FTEs) created against the set target.

For the provincial and municipal sphere, the EPWP Incentive Allocation is an indicative amount (schedule 5 & 6 of DORA available to a public body as a reward to create work opportunities. The incentive is paid per quantum of employment created for the EPWP target group and can be measured in person-days of work or full time equivalent jobs.

EPWP Target group

Unemployed, local, low skilled South Africans willing to work on EPWP projects and programmes for a minimum wage rate of R160.00 per person day of work and adjusted annually.

Full time equivalent Job (FTE)

FTE refers to one person-year of employment. One person year is equivalent to 230 person days of work. Person-years of employment = total number of person days of employment created for targeted labour during the year divided by 230. For task-rated workers, tasks completed should be used as a proxy for 8 hours of work per day.

Implementing Agents

An individual or firm contracted and authorized to act on behalf of the sector department, by implementing departmental projects and executing related transactions on their behalf.

## 2. PURPOSE

- 2.1. This policy has been developed to provide good practice guidelines to all sector department involved in EPWP within Council, in respect of working conditions and any other matters related thereof;
- 2.2. To ensure that all EPWP projects are reported as required by the EPWP guidelines.
- 2.3. To ensure that the identified EPWP patron from each Council department provide the necessary information to the EPWP coordinator for compilation of EPWP incentive reports.
- 2.4. The Expanded Public Works Programme (EPWP) has its origins in Growth and Development Summit (GDS) of 2003. At the Summit, four themes were adopted, one of which was *'More jobs, better jobs, decent work for all'*. The GDS agreed that public works programmes *'can provide poverty and income relief through temporary work for the unemployed to carry out socially useful activities'*.

## 3. BACKGROUND OF THE MUNICIPALITY

Msukaligwa Municipality is one of the seven Municipalities within the Gert Sibande District Municipality in Mpumalanga Province and is demarcated by the Municipal Demarcation Board as MP302 indicated as per locality plan and Spatially covering an area of **6016 km<sup>2</sup>** which comprises 19% of the total land mass of Gert Sibande District Municipality. The Municipality comprises seven admin units which are:

- Davel/KwaDela.
- Ermelo/Wesselton.
- Breyten/KwaZanele.
- Chrissiesmeer/KwaChibikhulu.
- Warburton/Nganga.
- Lothair/Silindile.
- Sheepmoor.

It should also be borne in mind that in addition to the above mentioned towns, there are number of rural areas or farms within the vicinity of the above-mentioned towns and depend on these towns for some services.

Msukaligwa Municipality's geographic location *is at latitude of 32° East*. The Msukaligwa Municipality is bounded by Govan Mbeki Municipality to the West, Albert Luthuli Local

Municipality to the North and East, Mkhondo Local Municipality at the East to South East and Lekwa Local Municipality.

The municipality's responsibilities include amongst others the supply of basic services such as water, sanitation, electricity, roads infrastructure, community facilities and all infrastructure that support the delivery of basic services. In addition to the municipality's responsibilities, it should be noted that this municipality is also a Water Services Authority.

Msukaligwa Municipality is one of the Municipalities in Mpumalanga characterized by sensitive natural environment including water catchment areas that supply water to major rivers like; Vaal River, Usutu River and others. Together with Albert Luthuli Municipality at the North to Eastern borders of Msukaligwa, both municipalities have been identified in terms of the Mpumalanga Biodiversity Conservation Plan as an important area of Biodiversity and Water resources.

#### **4. POLICY STATEMENT**

##### **Vision**

The **Vision** of Msukaligwa Municipality is as follows:

##### **Vision**

The strategic vision of the organization sets the long-term goal the Municipality wants to achieve. Msukaligwa Municipality's vision is short descriptive and a powerful statement of strategic intent.

<b>A Beacon of Service Excellence</b>
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##### **Mission**

The mission of the Municipality speaks about the existence or reason for being of Msukaligwa Municipality and how the vision will be achieved.

- Enhancing community participation to steer development initiatives towards community needs;
- Advocating and stimulating local economy to promote economic growth and development;
- Improving good governance and measurable service delivery techniques;
- Enhancing effectiveness and efficiency in the utilization of available resources;
- Empowering our communities and the vulnerable groups in particular;
- Working in partnership with all its stakeholders; and
- Continuously mobilizing resources to achieve high standards in service delivery.

##### **Corporate Values**



The Municipality of Msukaligwa subscribes to the following public ethical values which guides the municipality to operate in a socially acceptable way and adhere to principle of corporate governance:

- Quality
- Growth
- Ubuntu
- Accountability
- Integrity
- Professionalism

#### **4.3. EPWP Municipal Policy Objectives**

The purpose of this Policy document is to provide a framework within which the municipality and its departments implement the Expanded Public Works Programme (EPWP). This policy document is aimed to provide an enabling environment for the municipality to increase the implementation of EPWP, through the re-orientation of the line budget function and channelling a substantial amount of its overall annual budget allocation and human resources towards the implementation of EPWP. Through this policy the municipality is aimed to achieve the following objectives:

- To have EPWP as an approved delivery strategy for projects implementation, employment creation and skills development; by ensuring that EPWP guidelines and principles are adhered to in the implementation of any municipal project.
- To inform all Departments and Units within municipality on how their functions should contribute towards achieving the EPWP objectives; (clarify the support function roles further within municipalities e.g. finance, corporate service, technical and community services) (Acknowledge that the model varies)
- To entrench the EPWP methodology within the IDP; (acknowledge EPWP in the IDPs)
- To develop skills within communities through on-the-job and/or accredited training of workers and thereby developing sustainable capacity within communities;
- To capacitate SMME's and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills through appropriate Learnership Programmes and SMMEs development initiatives;
- Re-engineer how the planning, design and implementation programmes/projects within the existing municipal operational and capital budgets in order, to maximize greater employment opportunities per unit of expenditure To maximise the percentage of the

municipal's annual total budget spent and retained within local communities by promoting the procurement of goods and services from local manufacturers, suppliers and service providers.

## **5. APPLICATION OF SCOPE OF POLICY**

The Expanded Public Works Programme (EPWP) is South African Government initiated programme aimed at creating millions work opportunities. The Programme is implemented by all spheres of government, across four (4) defined sectors, namely the Infrastructure, Social, Non-State and Environment and Culture sectors. The Programme is co-ordinated by the National Department of Public Works (DPW), as mandated by Cabinet.

The programme is not implemented in isolation with other Government strategic initiatives, the New Growth Path (NGP) outlines Key Job drivers, such as targeting more labour-absorbing activities across the main economic sectors; and substantial public investment in infrastructure both to create employment directly, in construction, operation and maintenance as well as the production of inputs, and indirectly by improving efficiency across the economy. EPWP work opportunities are all linked to the NGP Job drivers and expected to contribute to the NGP targets through its Full-Time Equivalent (FTE) targets.

The National Development Plan Vision 2030 through the Diagnostic Report identified nine main challenges facing South Africa, amongst others are: two few people work and the quality of education available to the majority is poor. The persistently high rate of unemployment in South Africa (23%) is one of the most pressing socio-economic challenges facing government. High youth unemployment in particular means young people are not acquiring the skills or experience needed to drive the economy forward. This inhibits the country's economic development and imposes a larger burden on the state to provide social assistance. Expanded Public Works Programme is of those short-term initiatives by Council aimed to create work opportunities for the marginalised: women, youth and people with disabilities.

The incentives grant was introduced during the second phase of the Programme with the aim to reinforce and reward public bodies that implement labour intensive methods and utilise their

existing budget allocations effectively to increase the labour content of service delivery; also to encourage public bodies meet their EPWP targets and rapidly expand job creation or hold them accountable.

## **6. REGULATORY FRAMEWORK**

The development of this policy is guided by the following legislative framework and policy prescripts:

- Constitution of South Africa (Act No.108 of 1996)
- Municipal Finance Management Act (MFMA, 2003).
- Division of Revenue Act (DORA, 2006)
- The Municipal Systems Act (Systems Act, 2000)
- The Basic Conditions of Employment Act (BCEA, 1997).
- Skills Development Act (SDA, 1998)
- Cabinet Memo 2003 approving the implementation of EPWP
- EPWP Phase 2: Consolidated Programme Overview, 2009.
- EPWP II Logical Framework
- Ministerial Determination.
- Code of Good Practice for Expanded Public Works Programme.
- Expanded Public Works Programme (EPWP) Institutional Arrangement Framework, (2012).
- National Development Plan 2012
- New Growth Path 2010
- Council policies
- Municipal Recruitment and selection policy
- Municipal Supply Chain Management policy

## **7. ROLES AND RESPONSIBILITIES**

7.1. Council has committed itself to participate in EPWP programmes. Council shall establish a Local EPWP Committee that will coordinate the performance of all EPWP programmes internally. This committee shall comprise of;

- Municipal EPWP Champion

- EPWP Projects Coordinator
- EPWP Human Resource Coordinator
- Departmental EPWP Patrons
- Heads of division/sections

**7.2. Duties of the Local EPWP Committee**

1. Coordinate EPWP programmes
2. Provide necessary support
3. Provide training programmes to all internal stakeholders
4. Ensure that all reports are provided on time as required by the National Department of Public Works
5. Identify and implement expansion areas to increase job creation
6. Facilitate the development of business plans for new programmes.
7. Ensure the allocation of EPWP incentive grant and report on financial status.
8. Ensure that the incentive agreement for integrated EPWP incentive grant to Council is adhered to.
9. The Committee shall meet every month

**7.3. Duties of the Municipal EPWP Champion**

1. Serve as the chairperson of the Committee
2. Oversee the performance of all EPWP projects
3. Report to Council on the performance of the participating departments
4. Facilitate the training programme
5. Ensure that all EPWP reports are accurate and submitted on time.

**7.4. Duties of the EPWP coordinator**

1. To coordinate and monitor all EPWP projects
2. To compile the Council incentive grant reports
3. To keep and maintain the following records on jobs created:
  - i) ID copies of beneficiaries
  - ii) Daily attendance registers
  - iii) Wage register
4. To coordinate committee meetings.
5. Ensure that strategic resolutions taken at the national, provincial, district and local forums are implemented

**7.5. Duties of the EPWP Human Resource Coordinator**

1. To take full responsibility of all Human resource related activities in terms of the registration of the EPWP Employees
2. To work with the EPWP Data Capturers in the collection of the information from all registered EPWP Employees ;
3. To ensure that all EPWP Contracts are signed and information submitted to the office of the CFO for payments monthly;
4. To ensure that all Council projects are registered in the EPWP and the personnel information is provided.

#### **7.6. Duties of EPWP data capturers**

1. Registration and reporting of EPWP employees on the reporting system
2. Processing of EPWP contracts
3. Processing of payments schedule (stipend)
4. Keeping of EPWP records including financial statement for stipends paid.

### **8. LOCAL ECONOMIC DEVELOPMENT (LED)**

- 8.1. The Office of the LED Manager shall ensure that all labour intensive projects service providers provide necessary information for jobs created in order for Council to report under EPWP initiatives. The service provider shall provide the personnel information pertaining to;
  - Name and surname of the employee
  - Identification number (South African ID)
  - Gender
  - Level of education
  - Whether person has disability or not
  - Start and completion date in the project etc.
- 8.2. No service provider will be paid unless the labour report is submitted as required by the Council in terms EPWP Guidelines.
- 8.3. During the tender processes, the appointment of the employees by the Service providers in all projects must be in compliance with the EPWP guidelines.

### **9. EPWP SECTOR CLASSIFICATIONS, DEPARTMENTS AND TARGETS NATIONWIDE**

Environment & Culture							
		2019/20	2020/21	2021/22	2022/23	2023/24	Total
Msukaligwa	WO	117	120	118	122	125	602
	FTE	81	83	82	85	87	419
Total Environment	WO	117	120	118	122	125	602
	FTE	81	83	82	85	87	419

#### Infrastructure Sector Targets

Infrastructure							
Municipality		2019/20	2020/21	2021/22	2022/23	2023/24	Total
Msukaligwa	WO	281	282	283	283	283	1 412
	FTE	93	93	94	93	94	467
Total Infrastructure	WO	281	282	283	283	283	1 412
	FTE	93	93	94	93	94	467

#### Social Sector Targets

Social							
Municipality		2019/20	2020/21	2021/22	2022/23	2023/24	Total
Msukaligwa	WO	57	57	57	57	57	284
	FTE	22	22	22	22	22	108
Total Social	WO	57	57	57	57	57	284
	FTE	22	22	22	22	22	108

#### Total of All Sectors

Total All Sectors							
Municipality		2019/20	2020/21	2021/22	2022/23	2023/24	Total
Msukaligwa	WO	454	459	458	461	465	2 298
	FTE	195	198	197	200	202	993
Total Municipal	WO	454	459	458	461	465	2 298
	FTE	195	198	197	200	202	993

EPWP sector initiatives to be implemented by the municipality are as follows:

**TABLE 1: Sector classification: as required by the National Department of Public Works.**

Infrastructure Sector	Environment and Culture Sector	Social Sector	Non-state sector
<ul style="list-style-type: none"> <li>Water infrastructure</li> <li>Low volume roads</li> <li>Sidewalks</li> <li>Storm-water management</li> <li>Trenching</li> <li>General maintenance of infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>Working for water</li> <li>Working for wetlands</li> <li>Working for tourism</li> <li>Waste management,</li> <li>Parks and beautification</li> <li>Arts and culture programmes.</li> <li>Agricultural initiatives and CRDP.</li> </ul>	<ul style="list-style-type: none"> <li>Early Childhood Development</li> <li>Community Policing</li> <li>Home Based Care etc.</li> <li>Community traffic marshals</li> </ul>	<p><b>It cut across all sectors but implemented by NGO, NPO, CWP funded by Dept .of Public Works and COGTA.</b></p>

Plans to achieve the 5 years target (Infrastructure, Environment and Culture Sector)

Various Council Departments and Units are grouped into EPWP sectors to be implemented by Council as depicted in the table below to lead and coordinate sector activities within the Municipality. The Departmental EPWP Patrons will be responsible for the reporting of the EPWP projects for the following sectors.

**Table 2: Classification of Department per sectors**

Infrastructure Sector	Environment and Culture Sector	Social Sector

Technical Services Department	Waste Management Department Environmental awareness	Community Safety Department
PMU Roads and storm water Sanitation and Electricity	Local Economic Development, Rural Development & Tourism.	Department of Health
Planning and Development Department	Parks and recreation Arts and culture 2010 office	

## 10. EPWP INCENTIVE GRANTS

The Municipal Manager will sign the Incentives Agreement with the National Department of Public Works in which the municipality agrees to receive and utilise the EPWP Incentive Grant on the basis of the stipulations, requirements, conditions and obligations assigned to the agreement. By signing the Incentive Grant Agreement, the municipality confirms its willingness to receive the grant as well as its undertaking to put in place measures to abide by the requirements of the progress reporting, audit and disbursement procedures. The Municipal EPWP Champion will be responsible to provide financial report every quarter to the department of Public Works. The Project Management Unit office will be responsible to provide the information regularly so that the accurate report is crafted and submitted on time.

### 10.1. Funding Mechanisms for EPWP

The source of funding for EPWP projects is MIG and equitable share. The Municipality will also utilise the EPWP conditional grant as an additional funding towards implementation of the projects in the different sectors.

## 11. RECRUITMENT AND SELECTION PROCESS



- 11.1. The recruitment and selection process for the EPWP employees shall be done as per Council recruitment, selection and induction policy. However, the recruits should come from all the 19 wards of Msukaligwa.
- 11.2. The selection criteria as prescribed by the Government Notice 129: Basic Conditions of Employment Act, 1997: Code of Good Practice for employment and conditions of work for Expanded Public Works Programmes, shall consider the following principles
- a. South Africans with an Identification Number (Bar coded green book)
  - b. Communication with all local community structures available about the establishment of EPWP projects
  - c. Members of the community who are unemployed and who form part of the targeted groups (55% women, 40% youth from 16-35 years of age and 2% people with disabilities) will be given an opportunity to apply for work.
  - d. Preference will be given to the targeted group in selecting workers
  - e. People who come from households where the head of the households has less than a primary school education.
  - f. People who come from households that have less than one person earning an income (unemployed)
  - g. People who come from households where subsistence agriculture is a source of income.
  - h. The appointed EPWP employees shall sign the contract with all working conditions for a period determined by a project.

## **12. TRAINING OF EPWP EMPLOYEES**

The intended objective of training is to enhance productivity during project implementation and facilitates placement beyond the EPWP project. Any capacity building intervention that relates to life skills, career guidance etc. will be regarded as additional or support programme to the main training. The municipality will optimise on various funding pockets for training including the National Skills Fund (NSF). This refers to capacity building and skills development of both officials and EPWP beneficiaries. Training can either be accredited or non-accredited. Training should be an integral part of the EPWP and must be planned for under projects planning.

Training programme shall be provided to all appointed EPWP employees. The training programme shall include accredited and non-accredited training. Council shall strive to

appoint competent service providers as accredited SETA to train employees where specific skills are required. The Department of Public Works will facilitate the skills development training programme. Training certificates shall be provided after the training has been completed. There shall be continuous in-service training at departmental level to ensure that occupational health risks are prevented.

### **13. TERMS OF WORK**

- 13.1. EPWP employees are on temporary basis or contract basis
- 13.2. Normal hours of work for employees shall apply but limited to 40 hours per week
- 13.3. For task based workers, task must be set based on the 40 hours weekly in which the workers work 5 days for 8 hours excluding time spent travelling to and from work.
- 13.4. Starting and finishing time may be determined in the light of factors such as the nature of the project, the distance workers have to travel and other local factors such as climate, season and terrain.
- 13.5. Depending on local conditions, work may be spread over more than 8 hours. For example, in hot weather workers may work from 05h00-09h00 and then again from 15h00-19h00. The finishing time must not be more than 12 hours after the start and workers may not work more than 55 hours per week.
- 13.6. EPWP employees shall be entitled to unemployment fund (UIF)
- 13.7. The duration of contract of work under the EPWP will be twelve (12) months.

### **14. MEAL BREAKS**

- a. An employer must take reasonable steps to ensure that a worker is released of his or her duties during the meal break.
- b. The Council code of conduct shall apply in terms of meal breaks, 15 minutes short break and 30 minutes lunch break.
- c. An employer and employee may agree on longer meal breaks.

## **15. WORK ON SUNDAYS AND PUBLIC HOLIDAYS**

- 15.1. An EPWP employee may only work on a Sunday to perform emergency or security work.
- 15.2. Work on Sundays and Public holidays is paid at the ordinary rate of pay.

## **16. SICK LEAVE**

- 16.1. An EPWP employee may accumulate a maximum of 12 days sick leave in a year. The employee is entitled to one day sick leave for every month in terms of the contract.
- 16.2. Before paying sick-pay, an employer may require a worker to produce a certificate stating that the worker was unable to work on account of sickness or injury if the worker is-
  - a. Absent from work for more than two consecutive days; or
  - b. Absent from work on more than two occasions in any eight week period
- 16.3. A medical certificate must be issued and signed by a medical practitioner, a qualified nurse or a clinic staff member authorized to issue medical certificates indicating the duration and reason for incapacity.

## **17. MATERNITY LEAVE**

- 14.1. An EPWP employee may take up to four consecutive month's unpaid maternity leave.
- 14.2. An EPWP employee is not entitled to any payment or employment related benefits during maternity leave.
- 14.3. An EPWP employee must give her employer reasonable notice of when she will start maternity leave and when she will return to work.
- 14.4. An EPWP employee may not work for four weeks before the expected date of birth or for six weeks after the birth of her child.
- 14.5. An EPWP employee who has a miscarriage during the third trimester of pregnancy or bears a still borne child may take maternity leave for up to six weeks after the miscarriage or the stillbirth.

## **18. FAMILY RESPONSIBILITY LEAVE**

- 18.1. EPWP employees who work for at least four days per week are entitled to three days paid family responsibility each year in the following circumstances :
- a. When the employees child is borne ;
  - b. When the employees child is sick ;
  - c. In the event of a death of the employees' spouse or life partner , the employees' parent; adoptive parent; grant parent; child adopted child; grandchild or siblings.

## **19. PAYMENT OF EMPLOYEES**

- 19.1. An Employer shall pay all stipend at least monthly in cash or by cheque or into a bank account;
- 19.2. An EPWP employee shall be paid between a minimum of R100 and a maximum of R150 per day /per task;
- 19.3. The Employer shall in terms of the Ministerial determination for EPWP 2010,register with the Compensation Commissioner as prescribed in the COIDA 130 of 1993 and cover all workers in the EPWP projects ;
- 19.4. The employer shall notify the Commissioner of any changes in particulars ;
- 19.5. The employer must keep the register of wages/stipend, time worked and payment.
- 19.6. The employer shall provide a set of protective clothing once in twelve month.

## **20. HEALTH AND SAFETY OF EPWP EMPLOYEES (UIF & COIDA)**

- 20.1. The EPWP Employees shall be entitled to compensation if they get injured on duty.
- 20.2. The y will be provided with the Personal Protective Clothing and be trained on Health & Safety matters.
- 20.3. The employer shall ensure that these employees are registered in terms of the COIDA 130 of 1993.
- 20.4. The employees shall be entitled to Unemployment Fund benefits as prescribed in the government gazette of the National Department of Public Works which deals with EPWP employees.
- 20.5. It will be compulsory for every employee to wear PPE while on duty.

## **21. TERMINATION OF SERVICE**

- 21.1. The employer may terminate the employment of a worker for good cause after following a fair procedure.

- 21.2. The worker will not receive severance pay on termination.
- 21.3. A worker is not required to give notice to terminate employment. However, a worker who wishes to resign should advise the employer in advance to allow the employer to find a replacement.
- 21.4. A worker who is absent for more than 3 consecutive days without informing the employer of an intention to return to work will have terminated the contract.
- 21.5. A worker who does not attend required training events without good reason will have terminated the contract.

## **22. GRIEVANCE PROCEDURE**

- 22.1. A grievance is a serious dissatisfaction on the part of the worker with the actions or behavior of the employer or another worker.
- 22.2. An EPWP employee with the grievance shall bring the grievance to the attention of the employer either in writing or verbally. If the grievance concerns another worker, the worker should raise the issue with that worker before raising it with the employer.
- 22.3. The employer must listen to the submissions made by the complaining worker and attempt to settle the matter by discussion within 5 days.
- 22.4. The employer must notify the grievant and any other person affected of the decisions within a reasonable time. If the employer decides to take disciplinary action, the employer must follow the disciplinary procedure for Council.

## **23. CERTIFICATE OF SERVICE**

- 23.1. On termination of 12 months employment contract an EPWP employee is entitled to a certificate stating-
  - a. The workers full name;
  - b. The name and address of the employer;
  - c. The EPWP programme on which the worker worked;
  - d. The work performed by the worker;
  - e. Any training received by the worker as part of the EPWP;
  - f. The period for which the worker worked on the EPWP;

## **24. COMMUNICATION AND BRANDING**

The Municipality will ensure that all the projects are branded; profiled and comply with EPWP Corporate Identity Manual as provided by Department of Public Works to Council.

Msukaligwa EPWP Projects will be visibly branded as specified in the EPWP guidelines, in terms of the signboards, uniforms and any material related to the EPWP projects. EPWP initiatives by council will be officially launched to create awareness to the community and public at large.

On annual basis, the Municipality will submit entries for the Kamoso Awards hosted by both National and Provincial Departments of Public Works and other awards related to job creation programmes to showcase the successes in terms of the project.

### **Authority**

A handwritten signature in black ink, enclosed in a hand-drawn oval. The signature is stylized and appears to be 'M. Kunene'.

**Mr. M Kunene**

**Municipal Manager**