DR AB XUMA LOCAL MUNICIPALITY

TASK JOB EVALUATION POLICY

2026/27

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1. PREAMBLE

1.1 TASK is the recognized Job Evaluation System within the local government sector as approved by the National Executive Committee (NEC) of SALGA. Uniformity is essential for a variety of sector processes such as wage bargaining, comparative understanding of workforce establishment levels and organisational development, sector skills planning, employment equity and the organisation of education and training.

1.2 This policy must be read in the context of the TASK Job Evaluation System, for the local government sector.

2. LEGISLATIVE FRAMEWORK

Labour Relations Act, 66 of 1995: Regulates collective bargaining, organizational rights, and dispute resolutions regarding unfair labor practices tied to job grading or remuneration.

Basic Conditions of Employment Act, 75 of 1997: Secures baseline employment standards and fair remuneration practices.

Finance Management Act, 1 of 1999: Ensures that job evaluation outcomes and

Municipal Systems Act, 2000 (Act No 32 of 2000 as amended);

3. SCOPE OF APPLICATION

2.1 This policy is applicable to all employees of DR AB XUMA Local Municipality that form are bargained for in the South African Local Government Bargaining Council except

2.2 Municipal Managers and managers directly accountable to Municipal Managers in terms of Section 56 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended).

4. PURPOSE

3.1 To implement the TASK Job Evaluation System at DR AB XUMA LM as it is the system accredited for job evaluation within the local government sector to achieve uniform norms and standards in the description of similar jobs and their grading across the municipal sector;

3.2 To provide for the necessary structures, institutional arrangements and procedures for the evaluation of jobs at DR AB XUMA LM;

3.3 To ensure that all jobs are graded to rectify remuneration disparities within the municipalities

3.4 To outline the grading process including establishment of Chris Hani Job Evaluation Committee

5. KEY PRINCIPLES

4.1 The wage curves for the different categories of municipalities applicable at the time (SALGBC/SALGA) shall be utilized to determine the salaries of TASK graded jobs;

4.2 All posts within the personnel establishment/ organisational structure shall be evaluated

4.3 Posts can only be re-evaluated after six months after the job has been evaluated provided that that post undergoes a permanent substantial change in job content.

4.4 No post in the municipality shall be filled without having been subjected to the TASK Job Evaluation process;

4.5 The job descriptions for all posts shall be the responsibility of the Municipal Manager;

4.6 The compilation of job descriptions shall be in the prescribed TASK format.

6. ROLE AND RESPONSIBILITIES OF THE MUNICIPAL MANAGER

6.1 The Municipal Manager is responsible for ensuring the implementation of the TASK Job Evaluation System in the Municipality;

6.2 The Municipal Manager must ensure that the designated JE Manager takes full responsibility for supporting and directing the job evaluation implementation and maintenance process.

6.3 The Municipal Manager shall ensure that sufficient staff and resources are allocated to support the process;

6.4 The Municipal Manager shall in terms of Section 66 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended) ensure that there is a job description for each post on the staff establishment of the municipality;

6.5 The Municipal Manager must ensure that the municipality keeps custody of the copies of job descriptions for all posts;

6.6 The Municipal Manager shall incorporate the responsibility for the compilation of the job description in the performance contract of every Manager

6.7 The Municipal Manager shall ensure that all staff are informed of the objectives of the TASK JE System as required in terms of Section 67 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended);

6.8 The Municipal Manager shall appoint appropriate persons to serve on the Job Evaluation Committee;

6.9 Municipal Manager shall ensure that Job Evaluation Unit is established and is functional.

7. JOB EVALUATION UNITS

7.1 Composition

7.1.1 The municipality shall form part of the Chris Hani Job Evaluation unit which comprises all local municipalities within the Chris Hani jurisdiction

7.1.2 The municipality shall send two representatives to partake in the Chris Hani Job Evaluation Unit

7.2 Trade Union Representation

6.2.1 One Trade Union representative from each of the recognized trade unions may participate **as observers** in the Job Evaluation Unit.

6.1 Training of Job Evaluation Unit Members

6.3.1 All nominees for membership shall undergo TASK Job Evaluation System training.

6.2 Roles and Responsibilities

6.4.1 The JE Unit shall conduct the evaluation of all jobs within the municipality and present the outcomes for auditing by the Provincial Audit Committee (PAC);

6.4.2 The responsibility of a JE Unit is both administrative (planning, prioritizing grading programs, quality control, receiving checking and filing job descriptions etc.) and the grading of jobs prior to submission to the Provincial Audit Committee (PAC);

6.4.3 For purposes of grading, a quorum shall consist of at least three (3) members and not more than eight (8) members of the JE Unit;

6.4.4 The JE Unit may invite both the incumbent of the job, as well as his/her manager and the Head of Department's input to confirm if the full particulars of the job were taken into account.

8. PROVINCIAL AUDIT COMITTEE (PAC)

7.1 Composition

7.1.1 The provincial structures of SALGA shall establish a Provincial Audit Committee to audit the outcomes of the JE results from the JE Unit(s);

7.1.2 The PAC shall consist out of at least four (4) members who are trained and experienced in the TASK Job Evaluation System;

7.1.3 A quorum shall consist of at least 50% plus 1 of members of the Provincial Audit Committee (PAC);

7.1.4 Secretarial/administrative services will be provided by the provincial office of SALGA;

7.1.5 Members of the PAC shall serve on the panel for at least one year;

7.1.6 One Trade Union representative from each of the recognized trade unions may participate as observers in the TASK Job Evaluation Auditing Process;

7.1.7 The PAC shall convene on an ad hoc basis depending on the outcomes to be audited.

7.1.8 All nominees for membership may undergo additional training on how to conduct the TASK Job Evaluation Auditing Process.

7.2 Responsibilities and Powers

It is the responsibility of every member of a PAC to:

7.2.1 Conduct auditing with due regard to the integrity of the TASK Job Evaluation System, its accepted rules, applications, definitions and terminology;

7.2.2 Request any information relevant to the task which the PAC has to perform;

7.2.3 Decide on the outcome of the evaluation results which will be final and binding.

9. TASK IMPLEMENTATION REQUIREMENTS

The critical elements required to implement the TASK Job Evaluation System in a municipality are as follows:

8.1 An approved staff establishment recording the position of all jobs and their designation;

8.2 Job Descriptions written in the prescribed TASK format;

8.3 That 8.1.1 and 8.1.2 at minimum have been used to evaluate the job using the TASK Software to determine a TASK Grade.

8.4 The TASK Job Evaluation Policy shall be strictly adhered to by all concerned to ensure both consistency and adequate implementation;

8.5 SALGA shall communicate the list of all evaluated jobs from other municipalities to all Municipal Managers for purposes of assisting JE Units in the grading of jobs.

10. JOB EVALUATION PROCESS

9.1 If a job has changed substantially and permanently, a job incumbent or his/her relevant manager may make an application through the departmental head that the job be re-evaluated; provided that such functions were performed for more than 6 months.

9.2 The TASK Job Evaluation Process shall be done on a continuous basis by the JE Unit for as long as there are new posts being added to the staff establishment of the municipality as per Section 66 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended);

9.3 If required, the JE Unit shall gather the relevant facts from both the incumbent of the job as well as the relevant manager and the Head of Department of the job in question to ensure adequate information is available for the evaluation of the post;

9.4 A compilation of a job description should be preceded by a proper job analysis;

9.5 The incumbent of the post as well as the relevant manager and the Head of Department shall be required to sign off the job description prior to the JE Unit grading the job on the TASK Job Evaluation System;

9.6 In the event of no consensus reached, the Municipal Manager or his/her nominee will determine the content of the job description;

9.7 The evaluation takes place by:

9.7.1 Determination of the *skill level* of the post;

9.7.2 The scoring of the *factors* relating to Complexity, Knowledge, Influence and Pressure;

9.7.3 The scoring of the *sub-factors* relating to Complexity, Knowledge, Influence and Pressure.

9.7.4 The PAC shall be furnished with all relevant documentation within seven (7) working days prior to the date of the PAC meeting to ensure sufficient time for preparation;

9.7.5 The PAC shall be furnished with all relevant documentation within seven (7) working days prior to the date of the PAC meeting to ensure sufficient time for preparation;

9.7.6 A representative of the JE Unit shall present the results to the PAC.

9.7.7 The Chairperson of the PAC shall sign off the results of the job evaluation process prior to the JE Unit communicating same to the Municipal Manager for implementation on the effective date.

11. MEETING RULES OF THE JE UNITS AND PAC

10.1 The JE Units and the PAC shall appoint a chairperson/ convenor.

10.2 The JE Units and PAC shall function in terms of normally understood rules of meeting procedures;

10.3 An agenda must be prepared for every meeting;

10.4 The proceedings of all meetings must be recorded with particular reference to all prescribed administrative requirements.

12. COSTS

The Municipality shall bear the costs associated with Job Evaluation and auditing of results;

13. TASK REVIEW PROCESS

12.1 All employees shall be furnished with the JE outcomes for the positions they occupy – Task Grades.

12.2 An employee may lodge a review application no later than 30 working days from date of notification of the JE results. The onus shall be on the employee to prove that the Task System was inconsistently applied when the post was graded.

12.3 Employees may request the re-evaluation of their positions only if:

12.4 The job description utilized is not the same as the job the employee performs or there has been some changes;

12.5 The employee has added responsibilities which are not covered in the job description;

12.6 Re-evaluation applications shall be referred to the JE Unit (convenor) for an evaluation to be undertaken and submitted to the PAC for auditing of the provisional grade outcome.

12.7 The PAC shall ensure effective "bench-marking" is done for consistency and uniformity purposes.

14. CONFIDENTIALITY

13.1 Members of the JE Unit and the PAC, as well as observers shall maintain confidentiality on all scores and grading *outcome*s prior to formal notification and shall otherwise avoid disclosing information obtained in the process of job evaluation in a manner that may prejudice effective implementation.

15. ROLE OF PROVINCIAL STRUCTURES OF SALGA

14.1 Establish a Provincial Audit Committee to deal with auditing of JE Results comprising of JE specialists;

14.2 Such representatives should preferably be active **JE Unit members** but shall in any event have undergone training in the TASK Job Evaluation System;

14.3 Negotiate with the service provider for the acquiring of licenses for JE Units and the PAC;

14.4 All jobs evaluated after the implementation of the Policy shall be forwarded to SALGA for archiving and ease of reference;

14.5 Responsible for monitoring the implementation and maintenance of the TASK Job Evaluation System;

14.6 With respect to issues of the establishment of standards for the content and quality of job descriptions and uniform national job designations, SALGA shall:

(a) Develop guidelines and criteria for job description writing and collect and promote the use of sample job descriptions reflective of the spectrum of jobs in the local government sector;

(b) Develop a common framework for the designation and identification of jobs in the local government sector;

(c) Identify generic and critical benchmark jobs and encourage the adoption by municipalities of common national job description and job designations;

(d) Analyse stand-alone jobs in particular municipalities in the national context and encourage the adoption of more generic national standards in the designation and description of such jobs.

16. ADMINISTRATIVE ARRANGEMENTS

The following conditions apply when placing staff on a new TASK grade and salary scale:

15.1 Employees will be placed on the salary notch on the new pay scale for the applicable TASK grade which is the closest higher salary notch to their existing salary notch;

15.2 Employees whose current salary notch is lower than the minimum of the applicable TASK grade scale will be placed on the minimum of the applicable new TASK salary scale;

15.3 Employees whose existing basic salary is higher than the new TASK grade maximum will retain their existing basic salary on a *personal to holder* basis;

15.4 In the event of Clause 15.3 above, annual cost of living adjustments as determined by the South African Local Government Bargaining Council will be applied to the salary rate as retained by employee from the date on which such an adjustment is applicable;

15.5 The implementation date for a new TASK JE outcome will be the 1st of the month following the month when the final authority has approved the new grade.

17. DEFINITIONS

All expressions used in this Policy, which are defined in the Labour Relations Act, 1995 (Act No 66 of 1995), shall bear the same meanings as in the Act and unless the contrary intention appears, words importing the masculine gender shall include the feminine;

"***Auditing***" shall mean a technical exercise in verifying that the TASK System is being consistently applied in terms of its own rules and any other rules on implementation;
"***Audit Trail***" shall mean the report generated by the TASK System detailing the skill level and corresponding factor statements, weighting and points;

"***Designated Job Evaluation Manager***" shall mean the Manager appointed by the Municipal Manager to manage the implementation process;

"***Effective Date***" shall mean the date of implementation should a job be upgraded, and shall be the beginning of the calendar month following thirty

(30) days after receipt of the grading request by the JE Unit;

"***Factors***" shall mean the four TASK factors of Complexity, Knowledge, Influence and Pressure;

"***Job Description***" shall mean a description of the content and duties of a post in terms of criteria and guidelines determined;

"***PAC***" shall mean a Provincial Audit Committee.

"*Review*" Shall mean an application by an employee or group of employees who are aggrieved with their Final Job Grade Outcome;

"***Review Procedure***" shall mean the process which the PAC's shall follow to review grading results arrived at;

"***Skill Level***" shall mean the Basic, Discretionary, Specialised, Tactical and Strategic Levels as per the TASK System;

"***Sub-factors***" shall mean the fine-tuning of sub-factors in the TASK system.

"***TASK***" shall mean Tuned Assessment of Skills and Knowledge;

"***TASK System***" shall mean the TASK Job Evaluation System in terms of its rules, application, definition and terminology;

18. POLICY ADOPTION

The accounting officer will be the accountable custodian of the Job Evaluation policy and must ensure that this policy is submitted to the council for consideration and adoption.

19. POLICY REVIEW

This policy must be reviewed at least annually to ensure that it is adaptable to operational changes and it is aligned with the legislative environment. When deemed necessary on ad hoc basis, the Accounting Officer must submit proposals of amendments of the policy to the Council for consideration and adoption.

SIGNATURES

MR K.L MULAUDZI — **DATE** 29/05/2026

MUNICIPAL MANAGER

ADOPTED BY THE COUNCIL OF DR AB XUMA LOCAL MUNICIPALITY

CLLR S ZANGQA — **DATE** 29/05/2026

HON MAYOR

RESOLUTION NUMBER: 11/29/05/2026