

INTERNAL BURSARY POLICY

(Dated March 2016)

1. PREAMBLE

The Internal Bursary Policy is intended to assist the Municipality in securing adequately qualified personnel for its service by providing financial assistance to employees to enable them to qualify themselves educationally for the Municipality's service and to enhance their level of competence to perform the duties assigned to them. The Internal Bursary Policy does not apply to bursaries for full time study or to any training undertaken in terms of the Municipality's training policy, or to any overseas study leave.

2. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the applicable legislation.

3. LEGAL FRAMEWORK

Municipal Finance Management Act 56 of 2003

4. SCOPE AND APPLICATION

This policy applies to permanent employees of the Municipality.

5. OBJECTIVES OF POLICY

To encourage career development of employees through further education

To encourage self-development activities provided that they are along the lines regarded as beneficial to the municipality by management

To provide financial assistance to permanent employees who wish to improve themselves through formal courses of study

6. ROLES AND RESPONSIBILITIES

The Municipal Manager or his assignee shall have the authority to:

Approve qualifications and its priority for inclusion in the Internal Bursary Policy, or delete those which are no longer appropriate.

In conjunction with the Chief Financial Officer determine the amount of, and conditions governing, financial assistance in connection with approved qualifications as deemed necessary to give effect to the principles of this internal bursary, and to safeguard the interests of the Municipality.

Approve the continuation, extension, variation or termination of facilities to individual students on conditions laid down in the Internal Bursary Policy.

Determine the educational institutions at which any student may pursue an approved qualification.

In conjunction with the Chief Financial Officer determine the method and terms under which money owing to the Municipality for financial assistance paid in terms of the Internal Bursary Policy shall be repaid.

Adopt whatever actions are deemed necessary to address any anomalous situation which is not specifically addressed by the Internal Bursary Policy.

Continuously monitor the effectiveness of the Internal Bursary Policy and submit recommendations to the Municipality whereby the Internal Bursary Policy may be amended to accommodate changing or anomalous circumstances.

7. POLICY CONTENT

7.1 Administration of Internal Bursary Policy

The Director Corporate Services (Human Resources Section) shall be responsible for the administration and implementation of the Internal Bursary Policy and he/she, or his/her assignee shall have the power to conclude contracts in terms of the mentioned policy.

7.2 Financial Assistance

Financial assistance shall be given to a permanent employee in respect of expenses to be incurred to enable him/her to obtain qualifications approved by the Municipal Manager or his/her assignee. Preference will be given to employees who do not have a tertiary qualification. Employees who have already obtained a qualification will only be considered if all first time applications have been considered. No bursary will be given to employees who apply for a Master or Doctors Degree. The studies must also be applicable to the employees' current occupation in the organization.

Financial assistance, which shall include registration, tuition and examination fees, shall be paid directly to the relevant educational institution after which the employee must provide proof of registration for the qualification to the human resources office. No fees will be paid for books, transport to classes or accommodation for attending classes.

Where a qualification is obtainable through an accredited institution the amount of financial assistance in respect of tuition fees shall be limited to the scale of fees charged by such accredited institution.

When the employee submits their application to the human resources office, he or she will provide the employer with a written request (letter), quotation from the educational institution indicate the break down per subject, examination fees and registration fees where applicable.

7.3 Contractual Obligations

Should an employee at any time suspend or abandon his/her studies for the approved qualification, be refused permission by the educational institution or examining authority to continue his/her studies, or not pass any qualifying course of study, he/she shall be obliged, from a date fixed by the Municipal Manager or his/her assignee to repay the Municipality the full amount over a period of twelve months in the following year of study. The study leave that was granted to the employee will be changed to annual leave. This is only applicable to the subject(s) that the person did not pass.

In the event of an employee retiring, resigning or being dismissed from the Municipality's service before having obtained the qualification in respect of which he/she was granted financial assistance in terms of the Internal Bursary Policy, he/she shall repay to the Municipality the total financial assistance paid by the Municipality for that specific subject(s) in that specific year.

An employee has to remain in the service of the Municipality for at least one year for every year that financial assistance was given to the student. It does not place an obligation on the student to remain in the service until the qualification has been completed.

In the event of an employee dying or becoming physically or mentally incapable of completing the qualification in respect of which he/she was granted financial assistance in terms of the Internal Bursary Policy, he/she or his/her estate, as the case may be, shall at the employer's option, repay to the Municipality the total financial assistance received from the Municipality.

For block release courses, an employee shall, whether or not he/she obtains the qualification concerned, serve the Municipality for one year in respect of each year in which study leave up to and including twenty-six weeks is

taken in any one year, the period of obligation being one year for each period of study leave up to twenty six weeks per year taken.

In the event of an employee retiring, resigning or being dismissed from the Municipality's service before having served his/her period of obligation, he/she shall repay to the Municipality the total financial assistance received from the Municipality.

Service obligation shall not be condoned on a pro-rata basis. Therefore, unless the employee remains in the service of the Municipality until the expiry date of his/her service obligation he/she shall remain liable for the full settlement of the financial assistance received in terms of the Internal Bursary Policy.

In the event of an employee dying or becoming physically or mentally incapable of completing his/her service obligation, he/she or his/her estate, as the case may be, shall at the employer's option, repay to the Municipality the total financial assistance received from the Municipality.

The certificate under hand of the Chief Financial Officer certifying the amount due by the employee to the Municipality shall be prima facie proof of the amount due and payable by the employee to the Municipality.

If an employee is unable to pay the Municipality the full amount owing to the Municipality in terms of the Internal Bursary Policy, the Chief Financial Officer shall, in consultation with the employee, make suitable alternative arrangements to facilitate full settlement of the amount owing to the Municipality, provided that such arrangement shall not extend beyond one year from the date on which the employee originally became liable for the full settlement of his/her debt to the Municipality in terms of the Internal Bursary Policy.

If an employee failed a subject, he or she can register again for the same subject **only** after they have repaid the outstanding amount.

7.4 Study leave

An employee who is a part-time or distance learning student and who is studying for an approved qualification, shall be granted examination, study leave as follows:

Study leave shall be granted on the basis of one day paid special leave for each day that an employee writes an examination plus an equivalent amount of days for preparation for the examination.

When an employee is required to write only one examination on one day in a calendar year, he or she shall be entitled to three days paid study leave which shall include the day of the examination.

If an employee has to write a supplementary examination, he or she shall be granted leave for a maximum of twice per subject or module. If the employee still failed the subject after two attempts, annual leave must be taken.

An employee attending a voluntary training or study course shall be granted up to ten (10) days paid special leave and thereafter one day's paid special leave for every day's leave taken by the employee.

The employee may be granted study leave on full pay to attend lectures or to undertake practical work or to attend practical demonstrations in cases where he/she establishes to the satisfaction of the Municipal Manager or his/her assignee that such leave is essential for the fulfilment of the contract entered into in terms of the Internal Bursary Policy.

The study leave benefits shall not apply to an employee who wishes to repeat a qualifying course of study which was previously written by him/her for which examination leave was taken and which he/she failed. If an employee was unsuccessful in an exam, the study leave must be converted to annual leave.

An employee who takes study leave shall be considered as having received financial assistance in terms of the Internal Bursary Policy shall be required to sign the prescribed contract.

If an employee is undertaking a study course where he or she is paying itself, study leave will be granted if the studies were approved beforehand. The same rules of study leave will apply as in the case of employees that have an internal bursary.

7.5 Submitting of results

When an employee receives their results at the end of a study period, they must provide these results to the personnel office immediately. If all subjects are not successfully complete, funds will be reimbursed as previously mentioned. It is the responsibility of the employee to ensure that results are provided to the personnel office.

7.6 Transport

No transport will be provided for study assistance. It is the responsibility of the employee to ensure that he / she have their own transport arranged for attending classes or examinations.

8. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once recommended by the Local Labour Forum and approved by Council.

9. COMMUNICATION

This policy will be communicated to all permanent municipal employees using the full range of communication methods available to the municipality.

10. POLICY REVIEW

The policy will be reviewed and revised every two years or as the need arises.

11. BUDGET AND RESOURCES

The financial and resource implications/s related to the implementation of this policy should be qualified and quantified.

12. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum must be incorporated in to the policy.