

# **STAFF PAYMENT POLICY**



**MSUKALIGWA  
LOCAL MUNICIPALITY  
(MP 302)  
2022/2023**

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## **1. DEFINITIONS**

“*working day*” means Monday to Friday as per the council official working hours.

## **2. PURPOSE**

The purpose of the policy is to regulate the date on which councillors and employees of the Msukaligwa Local Municipality will be paid.

## **3. OBJECTIVES OF THE POLICY**

The objectives of this policy are to:

- a. To regulate the pay day practices used in the past;
- b. To regulate the pay day as to when remuneration and/or allowances will be paid;
- c. To ensure all employees and councillors understand the pay day principles.

## **4. SCOPE OF THE POLICY**

This policy will apply to all:

- a. Councillors;
- b. Permanent employees;
- c. Contractual employees;
- d. Temporary employees;
- e. Fixed term contract employees; and
- f. Seasonal workers.

## **5. LEGISLATIVE FRAMEWORK**

This policy must be read in conjunction with the -

- i. Remuneration of Public Office Bearers Act (Act 20 of 1998, as amended).
- ii. Basic Conditions of Employment Act (Act 75 of 1997, as amended).
- iii. Organizational Rights Collective Agreement.

## **6. POLICY PRINCIPLES**

- a. The employer will pay to an employee his/her remuneration in South African Rand monthly by means of a cheque or by direct deposit into an account designated by the employee whichever is applicable.
- b. The remuneration payable must be not later than seven (7) days after:

- c. The completion of the period for which the remuneration is payable; or
- d. The termination of the contract of employment.
  
- e. Subsection 5.2 does not apply to any corrections and adjustments to the remuneration payable of an employee.

## **7. COUNCILLORS AND PERMANENT EMPLOYEES**

7.1. For newly elected councillors and employees the pay day for the first month will be on the 25<sup>th</sup> of the month and subsequent months.

7.2. Payment is released when the confirmation of employees are received from all departments register by the 15<sup>th</sup> day of every month

7.3 Thereafter pay day will be on the 25<sup>th</sup> day of each month, or the last working day before the 25<sup>th</sup> should pay day fall on a:

- Saturday;
- Sunday;
- Public holiday; or
- Day after a public holiday.
- except for Mondays, the pay day will fall on the Friday.

7.4 Employees are paid from the first month via EFT as every department certifies that each employee on the payroll has been appointed and is working before salaries are released.

7.5 For outgoing councillors and resigning / dismissed / retiring permanent employees, pay day for the last month will be on the last working day of the month subject to:

- a) Duly authorized exit form was received.
- b) All types of leave forms were submitted and processed.
- c) All required tools of trade were handed in.
- d) Handover of duties and /or outstanding work to immediate supervisors including all Council properties under the employee's custody.

7.6 Failure to submit the information in 7.5 within three (3) working days before last working day may result in the last payment withheld.

7.7 No annual leave must be granted in the notice period for resigning, retiring permanent employees.

7.8 Should these days not be available, such employees will be paid on the last working day of the month.

## **8 CONTRACTUAL EMPLOYEES**

8.1 Pay day for contractual employees will be on the 25<sup>th</sup> day of every month.

8.2 Thereafter pay day will be on the 25<sup>th</sup> day of each month, or the last working day before the 25<sup>th</sup> should pay day fall on a:

- Saturday;
- Sunday;
- Public holiday; or
- Day after a public holiday.
- except for Mondays, the pay day will fall on the Friday.

8.3 Timeous submission of time sheet and/or attendance registers.

8.4 Submission of SARS income tax number.

## **9 TEMPORARY EMPLOYEES AND SEASONAL WORKERS**

9.1.1 Pay day for temporary employees and seasonal workers will be paid on the last working day of every month, subject to;

- a) Timeous submission of time sheet and/or attendance registers.
- b) Submission of SARS income tax number.

## **10 GENERAL ADMINISTRATION**

**10.1** Payslips will be submitted a day before the pay day.

**10.2** Submission of overtime and or any other related salary information which will influence the pay of an employee must be submitted by the relevant directorate no later than the 15<sup>th</sup> of each month or last working day before the 15<sup>th</sup>.

10.3 The payroll will be closed on the 15<sup>th</sup> of each month or last working day before the 15<sup>th</sup>. Any Information received after this date will be dealt with the next payroll.

## **11 CORRECTIONS / OMISSIONS FROM PAYROLL**

11.1 Any omissions, corrections to the payroll and/ or individual and /or group of employees will only be done with the next payroll.

11.2 Director's and or Supervisors must submit information on any type of incorrect pay to the salary office by the 10<sup>th</sup> of the next month or last working day before the 10<sup>th</sup>.

## **12 SHORT TITLE**

12.1 This policy shall be called the Staff Payment Policy of the Msukaligwa Local Municipality.