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1. PREFACE

- 1.1 Makana Municipality has a huge responsibility bestowed upon itself as the employer to look after the interest, welfare and the life of the employees.
- 1.2 This inherently charges the Makana Municipality to provide a policy framework that details the conditions under which an employee (s) may qualify in terms of the Long Service Award Policy.
- 1.3 Equally, this policy shall indicate the different categories of benefits according to classifications of years of service at Makana Municipality.
- 1.4 The essence of this policy and suggested changes thereof derive meaning from an appreciation of today's employment trends that have rapidly changed from the traditional behavioral traits and/or patterns over the past two decades.
- 1.5 This policy should therefore be understood within this context as it strives to keep pace with the employment trends within the country in general and Makana Municipality in particular.

2. PURPOSE OF THIS POLICY

This policy is intended to guide the Makana Municipality in considering and rewarding an employee for his or her long service.

3. OBJECTIVES OF THE POLICY

- 3.1 To set in place a framework that governs the appreciation and awarding of an incentive to employees in terms of long service.
- 3.2 To motivate and boost the morale of employees, promote their loyalty and commitment including productivity levels and quality of service rendered to the public
- 3.3 To encourage and promote a long contract and service between the employees and Makana Municipality.

4. APPLICATION OF THE POLICY

- 4.1 This policy shall apply to all the employees of Makana Municipality with the exception of Section 57 employees as defined in the Municipal Systems Act (Act No 32 of 2000).
- 4.2 The application of this policy shall not be retrospectively effected in terms of years of long service and benefits thereof other than being in effect as

from the date of its adoption by the Makana Council, with the exception of the employees that have recorded 30 years of service with the institution.

5. WHO QUALIFIES FOR THE LONG SERVICE AWARD

- 5.1 All the employees of Makana Municipality with exception of Section 57 employees shall qualify for the long service award under the following conditions: -
 - 5.1.1 Those that have a 10 year long service but less than 15 years with Makana Municipality without any break in between the service period with an incentive amounting not less or more than R1000.00.
 - 5.1.2 Those that have a 15 year long service but less than 20 years with Makana Municipality without any break in between the service period with an incentive amounting not less or more than R1500.00.
 - 5.1.3 Those that have a 20-year long service but less than 30 years with Makana Municipality without any break in between the service period with an incentive amounting not less or more than R3000.00.
 - 5.1.4 Those that have a 30 year long service and more with Makana Municipality without any break in between the service period with an incentive amounting not less or more than R4000.00.
 - 5.1.5 All employees that are found to meet any of the requirements as defined in the different categories set above shall qualify whether retiring, resigning, medical boarding and or death.
 - 5.1.6 All these incentives shall be processed through the Human Resources Sub Directorate in consultation with the Finance Directorate prior approval.

6. CONCLUSION

This policy provides a broad framework, which guides Makana Municipality in implementing the long service award for its employees.