

UNIVERSITY OF VENDA



POLICY ON PAYMENT OF STANDBY AND EMERGENCY ALLOWANCE

TITLE AND COPYRIGHT

Title	Policy on Standby and Emergency Allowance
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1 DEFINITIONS AND APPLICATION

Standby or emergency call out can be defined as any work performed outside official hours of attendance. An emergency call out can be defined as work performed by a member of staff who is not on standby who agrees to work upon request by the Head of Department. The institution therefore reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

1.1 DEFINITIONS

“Official hours” means any time from 08h00 to 16H45.

“Essential services” means any service whose disruption may render the University dysfunctional.

“Standby” means engagement of staff to avail themselves for any emergency duty that they may be called to perform outside normal working hours.

“Driving distance” means the distance between the University and the staff members place of residence which is within the proximity of the University.

“Emergency callout” means the call made by the end users for any emergency which require urgent attention that occurs outside normal working hours.

1.2 APPLICATION

This policy applies to all members of staff who render essential services within the University maintenance, paramedical and security services.

2 PURPOSE

The purpose of this policy is to regulate the payment of standby and emergency allowance to members of staff who are called upon to perform duties outside normal working hours.

3 POLICY STATEMENT

The University is responsible to ensure that the facilities and buildings are maintained and fully operational 24 hours per day. To this end, certain

critical staff needs to be on standby after normal working hours to perform certain essential services or any emergency that may occur. In order to reward such employees for being on standby and to mitigate the risk to property or persons, this policy sets out the conditions for being on standby.

4 POLICY GUIDELINES

Employees in essential services such as maintenance teams, paramedics and security staff are required to be available to attend to essential or emergency services after normal working hours. This will be deemed as standby.

- 4.1 Standby will be from a Monday 16H45 to the following Monday at 08:00, including public holidays.
- 4.2 An employee on standby must be within driving distance of the University and be contactable on cellular telephone 24 hours per day during the period of standby. A staff member on standby will be paid cellphone allowance of R500.00 per months to enable him/her to communicate with Management during emergency. This allowance will be paid with the staff member's monthly salary.
- 4.3 Employees on standby are deemed to be on duty for the full duration of the standby
- 4.4 Standby employees are expected to report for duty not later than 1.5 hours after the first callout instruction is received.
- 4.5 An employee on stand-by may be provided with a University vehicle or use his own vehicle and claim back the kilometres using the rate used to recompensate the employees for kilometres travelled.
- 4.7 Actual hours worked rounded to the next two hours e.g 1½ hours worked is equal to (2) hours credit.

5 REMUNERATION

Employees who are on standby will be remunerated as follows:

- 5.1 Standby personnel will be paid an allowance of 10 per cent of their basic monthly salary for the period on standby.
- 5.2 Employees who use their private vehicles to respond to call outs will be reimbursed for travelling expenses for official trips as approved by Council from time to time.
- 5.3 Payment for standby allowance and reimbursement for travelling will be paid at the end of the month together with his/her month's salary. All payments are taxable in terms of the applicable SARS regulations.
- 5.4 An employee who is called for emergency duty and not on standby and other members who might be called to attend to the emergency duties will be paid on emergency allowance calculated at an hourly rate based on double the rate of an individual salary per day.

6. RELATED POLICIES AND DOCUMENTATIONS

- 6.1 Remuneration Policy
- 6.2 Policy on Delegations
- 6.3 Disciplinary Code and Practice

7. REGULATORY FRAMEWORK

- 7.1 The Income Tax Act
- 7.2 The Labour Relations Act

8. REVIEW DATE

This policy will be reviewed after three years or as and when the need arises.

9. RECORD OF CHANGES

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
<div data-bbox="225 454 475 640" data-label="Image"> </div> <p data-bbox="188 692 639 757">Date stamp and signature by the Secretary of Council</p> <div data-bbox="188 837 440 965" data-label="Text"> </div>	Mr T J Manenzhe	27 November 2012

12 LIST OF ABBREVIATIONS AND ACRONYMS

- HR.....Human Resources
- WWW.....World Wide Web
- UNIVEN.....University of Venda

Vice Chancellor & Principal

01 December 2009

Date

