



SWELLEN DAM MUNICIPALITY

WORK ARRANGEMENTS POLICY

APPROVED BY COUNCIL ON 27 JANUARY 2022:

ITEM A1

Table of Contents

1. Introduction	3
2. Purpose	3
3. Work and Flexi Work Arrangements	3
3.1 General Measures	3
3.2 Municipal Office Hours	4
3.3 Municipal Work Hours and Flexible Hour Arrangements	4
3.4 Compressed Work Week Arrangements	5
4. Remote Working Arrangements	7
5. Administrative Arrangements	12
6. Implementation	12

1. INTRODUCTION

- 1.1 The content of this policy constitutes the conditions and requirements applicable to work arrangements pertaining work weeks, working hours and remote work by employees of Swellendam Municipality, effective from the date of final approval by Council.

2. PURPOSE

- 2.1 To prescribe the hours and work arrangement options for which employees of the Swellendam Municipality may apply.

3. WORK AND FLEXI HOURS ARRANGEMENTS

3.1 General measures

- 3.1.1 This policy provides for the following work arrangement options:
- a) Municipal office hours;
 - b) Municipal work and flexible work hour options;
 - c) Compressed work week options, and;
 - d) Flexible work place arrangements.
- 3.1.2 Before approving or termination of any work arrangement provided for in this policy, the relevant approval authority shall take into consideration the service delivery needs of the Department, the needs of the community, the users of these services and ensure consistency, transparency and fairness in the application thereof.
- 3.1.3 Should service delivery imperatives require an employee to be present at the workplace to perform any official duty (including but not limited to the attendance of meetings, training, etc) the employee shall be expected to perform the duty, regardless of any work hour /work week or work place arrangement.
- 3.1.4 The approval or termination of a work arrangements remains a management prerogative.
- 3.1.5 Any flexible work arrangement may be terminated should operational circumstances change or should such an arrangement no longer be deemed conducive to the operational business requirements of the Municipality.
- 3.1.6 Unless dictated by unforeseen operational circumstances (including emergency situations) that will negatively impact on service delivery the relevant approval authority shall notify an employee of his/her intent to terminate a flexible work arrangement in writing. In setting a date on which such an agreement would come to an end, the relevant approval authority, should as far as possible, allow the employee a maximum of five working days to adjust to the new arrangement.
- 3.1.7 An employee shall honor his/her work hour arrangements punctually; arrive at his/her place of work timeously and work the number of hours as contracted and provided for in terms of

the available options as contained in this policy. Failure to do so will result in disciplinary measures being instituted and / or the flexible work arrangement being withdrawn.

3.2 Municipal office hours

- 3.2.1 The official municipal office hours (i.e. the timeframe set when an employee may be present on the employer's premises) is set to be no earlier than 06h00 and no later than 19h00. Should after hour work be required an employee must obtain prior approval from his Director.
- 3.2.2 The opening and closing time of the municipality's offices from Monday to Thursday is set from 08h00 to 17h00 respectively, with a lunch break closing period from 12h15 to 13h00.
- 3.2.3 The opening and closing time of the municipality's offices on a Friday is set from 08h00 to 16h00 respectively, with a lunch break closing period from 13h00 to 14h00.
- 3.2.4 The Municipality's core time (i.e the time period with the exception of the lunch break when all employees, regardless of work arrangements, shall be on duty) is set at 09h00 until 14h30.

3.3 Municipal work hours and flexible hour arrangements

- 3.3.1 Regardless of any work arrangement, an employee shall work 40 hours per week for –
 - (a) A minimum of 8 hours a day, unless
 - (b) A maximum of 10 hours an extended work day have been approved in terms of a compressed work week arrangement.
- 3.3.2 An employee's lunch break shall be set no later than 5 hours after the agreed starting time and will not form part of the 40 hour work week.
- 3.3.3 Overtime worked will be managed in terms of the Swellendam Municipality's overtime policy. No employee shall be granted time off in lieu of overtime worked in excess of his / her work hour or work week arrangement.
- 3.3.4 Allowing for flexibility and taking into consideration the needs and circumstances of employees a flexible work hour arrangement provides for an employee to request commencing the work day at half hour intervals before 08h00 and ending it the same way.
- 3.3.5 At the same time, an employee may opt for an extended lunch break, provided that it does not detract from his/her responsibility to work 40 hours per week.
- 3.3.6 Unless prior written approval has been obtained from a Director to work a flexible work hour arrangement option, the default work hour arrangement will apply.
- 3.3.7 An employee employed on a full-time capacity (i.e. 8 hours workday) may apply to work a flexible work hour arrangement as per the table below.

Options	Municipal working hours			
	Starting time	Ending time depending on duration of lunch		
		30 minutes	45 minutes	60 minutes
Option 1	06h00	14h30	14h45	15h00
Option 2	0630	15h00	15h15	15h30
Option 3	07h00	15h30	15h45	16h00
Option 4	07h30	16h00	16h15	16h30
Option 5	08h00	16h30	16h45	17h00

- It should be noted that flexi work hour options may only be approved where operationally feasible and must be approved at Director level.

3.3.8 An employee who is employed on a part-time basis, may apply for a flexi work arrangement but still complying with the starting time options as contained in the table above and must be approved at a Director level, subject to operational requirements.

3.3.9 The responsible Director shall, in considering any application for a flexible work arrangement option, ensure that –

- All the functions of the relevant Departmental unit remain sufficiently staffed to deliver an effective service during municipal service delivery /operating hours;
- The specific job scope and associated duties and responsibilities allow for such an arrangement;
- The Municipality's operations and service delivery are not negatively affected during the Departmental core time, and;
- A written agreement is concluded and retained on record.

3.3.10 The approval and continuation of a flexi work hour arrangement is a privilege and not a right, and approval of such arrangements remains subject to the operational and service delivery needs and requirements of the Department and the discretion of the Director granting the request.

3.3.11 For employees who work an extended work day (in terms of a compressed work week arrangement), the flexible work hour arrangement options as contained in Section 3.4 below, will apply for the duration of the compressed work week arrangement.

3.4 Compressed Work Week Arrangements

3.4.1 The Municipality's default work week is set from Monday to Friday, 8 hours a day; exclusive periods utilized for lunch breaks.

3.4.2 Unless prior written approval has been obtained from the relevant Director to work a compressed work week, the default work week will apply.

3.4.3 Regardless of a default or compressed work week arrangement, a lunch break shall be set 5 hours after the work day began; and will not form part of the 4—hour work week.

3.4.4 A compressed work week refers to an ad hoc arrangement whereby employees work longer daily hours in exchange for a reduction in the number of work days in the same work week. Such an arrangement could be beneficial for employees in terms of additional day of work and reduced commuting time, and the Municipality can extend its daily service delivery / operating hours, with less need to resort to overtime.

3.4.5 The utilization of the additional day (credit day) shall be scheduled on a specific workday in the same week. The preferred option will be as agreed to and approved between the employee and the relevant Director, in line with the provisions of this Policy.

3.4.6 The extended number of hours worked in terms of a compressed work week beyond the normal 8 hours per day shall not be regarded as overtime and shall not be compensated by way of overtime or subsistence and travel claims and cannot be carried over into the following week.

3.4.7 A compressed work week arrangement shall not be used or instituted as a mechanism to compensate an employee for overtime worked in the form of granting "time off".

3.4.8 The additional day (or credit day) shall:

- (a) Be utilised in the same week it became due and may not be carried over to a following week;
- (b) Be regarded as a day utilised in a personal capacity';
- (c) Not, in any form, be regarded as official "time off"; and
- (d) Not be recognized as any form of leave.

3.4.9 Approval to work a compressed work week is subject to the obtainment of prior approval at Director level. Before approving any request for a compressed work week, the relevant Director shall confirm that the service delivery of the Department/ Municipality is not in any way compromised and that proper work scheduling is done.

3.4.10 Any compressed work week arrangement shall only be valid for one week, though a longer approval period may be granted by the Municipal Manager.

3.4.11 No employee will enter into a compressed work week arrangement when he/she is obligated to attend training, meetings or other engagements pursuant to service delivery or operational requirements every day of the week.

3.4.12 The instructions and procedures regarding the requesting and granting of approval of leave at Swellendam Municipality, remains applicable.

3.4.13 No employee will enter into a compressed work week arrangement when he/she has requested any annual or planned leave arrangement requirement during that period. However, should a leave related situation occur, which could reasonably not be planned for, the following arrangements will apply:

- (a) The leave provisions do not impact on any day which is agreed to be the additional /credit day. This means that if an employee requires any category of leave on the day

which was agreed to be the additional /credit day, the additional/credit day shall not be postponed to any other day in the week or to a future date, nor shall an additional/credit day be converted to any type of leave. The additional/credit day is deemed to be utilised in a personal capacity as would any day falling on a weekend.

- (b) If an employee requires any category of leave on any other week day which forms part of a compressed work week arrangement, the compressed work week arrangement lapses and the employee will revert back to a 5 day 8-hour work week, to comply and adhere to the 40 hours work week principle.

3.4.14 Any "credit hours" worked in excess of any 8-hour work days must be accounted for during the next compressed work week arrangement.

3.4.15 The relevant Director shall ensure that due record is kept of any compressed work week arrangement and days/hours worked.

4. REMOTE WORKING ARRANGEMENTS

4.1 An employee may, from time to time, apply to work-at-home provided such request is employee initiated and subject to prior approval. Note that the approval of work-at-home or remote working, does not constitute a contractual nor a statutory right, but is a privilege granted by management.

4.2 A remote work arrangement is a flexible work arrangement option of structured flexibility in the work environment. Employees may apply for approval to work-at-home and/ or at an approved remote location for part of and /or all their scheduled work week as an ad hoc arrangement.

4.3 Requests for utilizing the work-at-home /remote alternative work place arrangement will be reviewed by the Director and Municipal Manager on an individual basis. The Director and/or Municipal Manager is under no obligation to approve any application by an employee to work-at-home/remotely. The final decision remains a prerogative of the Municipal Manager.

4.4 Employees who have been approved to work-at-home /remotely, are not eligible to register overtime or claim overtime remuneration for the agreement period during which the employee will be working at home /remotely.

4.5 Permission to work-at-home/remotely does not constitute a permanent arrangement. Employees should ideally not be allowed to work at home /remotely for more than 80% of the work week, which equates to four (4) days a week of their contractual hours (based on a full-time employee) per occasion; linked to a specific project.

4.6 The relevant Director shall ensure that due record is kept of any work-at-home arrangement.

4.7 All applications should be treated equally, regardless of the employee's reason for requesting work-at-home / remote work flexibility.

4.8 Employees occupying certain positions with a specific job requirement that requires their presence at the workplace (under normal circumstances) will not normally be considered for working from home /remotely. The criteria to be considered for approving a work-at-home /remote request include, but are not limited to, the following:

- (a) Whether the employee's job requires daily face-to-face contact or interaction with clients, members of the public, co-workers, other team members or the use of equipment or records that are not accessible from the work-at-home /remote location;
- (b) Whether the employee's job requires servicing and serving other facilities or assets (eg cleaners, security, law enforcement);
- (c) The applicable level of supervision or employee management responsibility;
- (d) Whether job tasks and functions can be effectively performed at an alternative work site;
- (e) The proven extent to which an employee is able to work independently with little or no supervision and has demonstrated that he or she is able to manage his/her time effectively;
- (f) The extent to which an employee is knowledgeable of job expectations and requirements;
- (g) Whether performance standards are effectively met.
- (h) Whether the employee meets deadlines and produces quality work.
- (i) Whether the employee is responsible for proper "pick-up" and delivery of work products.
- (j) The employee agrees to attend pre-scheduled work meetings, training sessions and / or similarly required work-related events.
- (k) The employee agrees to adhere to all conditions outlined in this policy and as might be mutually agreed upon between the employee and delegated official.

4.9 Under a national or provincial state of disaster or other circumstances different from normal circumstances the relevant Director will determine that the employees mentioned in 4.8 above, will be considered to work-at-home / remotely. The guidelines for approving work-at-home / remote work request in this regard could be, but is not limited to, the following criteria:

- (a) Suitable staff members should be identified to fulfil tasks on a rotating basis to ensure continuous service delivery; and
- (b) If the job tasks and functions cannot effectively be performed from home, the employee must submit a special leave form, accompanied by a motivation by the relevant Director.

- (c) People over 60 and vulnerable groups with co-morbidities should be prioritized to, where possible and practical, work remotely.
- 4.10 Employees working from home shall accept the responsibility to ensure a safe and suitable workspace that is appropriately confidential and free of distractions and interruptions that may interfere with work and shall accept responsibility for their own personal safety and security.
- 4.11 An employee working at home shall accept full responsibility for ensuring workplace safety and security in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993). Swellendam Municipality will not accept any liability in this regard.
- 4.12 Any equipment, documents and materials required are reasonably provided for home /remote working and such will be based on the needs of the job. An employee who works at home shall ensure that the required permission is obtained to remove any equipment from the office; not expose it to any damage or allow any other person or party to use the equipment. Equipment, documents and materials must be kept safe and returned to Swellendam Municipality upon ending the arrangement. All equipment and materials provided for work purposes remains the property of Swellendam Municipality.
- 4.13 Where needed an employee allowed to work remotely will ensure that the following conditions are met:
- (a) The employee must indicate their primary address from where the employee will work to the relevant Director and agrees to provide a suitable remote workplace.
 - (b) The arrangement is a temporary and ad hoc arrangement and the relevant Director may change the arrangement to work from home if circumstances demand it, with a 24 hour notice period to the employee.
 - (c) If working from home the employee will not be allowed to leave the indicated primary address during office hours except with prior approval from the direct superior.
 - (d) If working from home the employee must ensure that the employee is contactable during office hours on her private numbers and where required use his/her private numbers to engage in municipal activities when required.
 - (e) To ensure that his/her work performance will not suffer in remote work arrangements, the following shall apply:
 - (i) A dedicated/separate space must be available.
 - (ii) The employee working from home shall accept the responsibility to ensure a safe and suitable workspace that is appropriately confidential and free of distractions and interruptions that may interfere with work and shall accept responsibility for their own personal safety and security

in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993). Swellendam Municipality shall not accept any liability in this regard.

- (iii) The employee must have an adequate internet connection to connect to the municipality systems.
- (iv) The employee must engage with the municipality to establish the required internet connection.
- (v) Employees should take precautions to avoid cybersecurity threats to the Municipality while working remotely by adhering to the following guidelines to reduce online threats:
 - a. Use strong passwords
 - b. Make sure your home antivirus software is up to date
 - c. Secure your home router – make sure you changed your router password when it was first installed. Unchanged passwords leave your home network vulnerable.
 - d. Install updates regularly
 - e. Back up your data
 - f. Look out for phishing emails and sites
 - g. Watch out for work-from-home scams
 - h. Lock your device – if you live with individuals that should not have access to work information, make sure to secure your device
- (vi) The employee must ensure the workspace will allow for confidentiality and no municipal matters are disclosed to any person.

The employee code of conduct and all municipal policies still applies when working from home. In particular, the employee shall not consume any alcohol or any other intoxicating substance during working hours whilst working from home.
- (vii) For safety reasons, absent the express written authorisation of the immediate supervisor, no employee will be allowed to conduct in person municipal meetings or engagements at their work location, except by virtual means.
- (viii) When the employee is called to the office urgently, the employee must readily be available.

- (ix) Travelling and/or accommodation from home to the municipal offices as agreed on will be for his/her cost.
- (x) The employee must work 40 hours per week, excluding periods utilised for lunch breaks) for a minimum of 8 hours a day.
- (xi) The employee must ensure that his/her work is done timeously so as not to disrupt, inconvenience or hold back the natural workflow of his/her colleagues.
- (xii) The employee must diligently perform the work (in accordance with the required performance standards, outcomes and deliverables) as per the job description and departmental plan agreed to between the employee and the relevant Director.
- (xiii) The employee must ensure that the employee still appears in corporate attire when video conferencing with stakeholders, customers or colleagues.
- (xiv) The employee must ensure that the laptop and other equipment remains the municipality property and must be safeguarded against unauthorised access, theft and tampering.
- (f) The employee must at least work from the Swellendam municipal offices for a minimum of 5 working days per month as agreed upon, which may increase subject to additional work requirements.
- (g) Should service delivery imperatives require an employee to be present at the workplace to perform any official duty (including but not limited to the attendance of meetings, training opportunities, etc) the employee shall be expected to perform the duty at the date, time and venue indicated by the relevant Director.

4.14 Upon agreeing to a work-from-home / remote work arrangement, the Director shall ensure that:

4.14.1 Clear and measurable performance standards are set, communicated in writing and that there is agreement on the expected outcome(-s) and /or deliverables.

4.14.2 There is a clear business requirement for the employee to undertake work at home / remote work rather than attending the office (eg. When the employee benefits from working on a specific task without the normal daily distractions).

4.14.3 The work plan must clearly indicate when the employee will be needed in the office, the agreement must be in writing and agreed upon by both the relevant Director and the employee.

4.14.4 The employee entering into a remote or adjusted work hour agreement, must agree to submit to unannounced, ad hoc verifications of hours worked/worked performed by the HR department or the Internal Audit unit.

4.15 The agreement for an employee to work-at-home/ remotely must –

- (a) Outline the agreed upon deliverables;
- (b) Indicate a start and end date;
- (c) Indicate the expected outcome;
- (d) Clearly stipulate the contact details (i.e. telephone nr, physical and email address) of the employee whilst working from home/ remotely, and
- (e) Be entered in writing, signed by both the employee and the relevant Director.

5. ADMINISTRATIVE ARRANGEMENTS

5.1 Any request for a work arrangement, must be duly approved in writing by the relevant Director.

5.2 Signed copies of all agreements, where deviation from the standard work hours as provided for herein have been approved, must be retained by the relevant Director and the Head of Human Resources.

6. IMPLEMENTATION

This policy will be implemented on final approval by Council.

HOME WORKING AGREEMENT



Strictly private and confidential

Entered into between SWELLENDAM Municipality:

49 Voortrekstreet,

Swellendam

6740

Herin represented by Municipal Manager

Anneleen Vorster

ID _____,

Herin after referred to as "the Municipality

and

-----employee

of Swellendam Municipality

ID

(Herein after referred to as "the employee")

1. Terms and conditions of employment for working from home

1.1. The terms and conditions set out herein will constitute the employee's working arrangements with the municipality with effect from 1 January 2022 to 31 December 2022. Where a basic condition of employment is not specifically mentioned, the relevant legislation will be applicable (eg. the Basic Conditions of Employment Act, Act 75 of 1997, the Labour Relations Act, Act 66 of 1995 amendments to legislation etc.).

1.2. The below conditions outlines the guidelines for the employee to work from a location other than the municipal offices. The municipality wants to ensure that both the employee and the municipality will benefit from these arrangements.

1.3. The following conditions will apply:

- The employee must indicate their primary address from where the employee will work to the CFO and agrees to provide a suitable remote workplace.
- The arrangement is a temporary and ad hoc arrangement and the Director of Financial Services may change the arrangement to work from home if circumstances demand it, with a 24 hour notice period to the employee.
- If working from home the employee will not be allowed to leave the indicated primary address during office hours except with prior approval from the direct superior.
- If working from home the employee must ensure that the employee is contactable during office hours on her private numbers and where required use her private numbers to engage in municipal activities when required.
- To ensure that her work performance will not suffer in remote work arrangements, the following shall apply:
 - A dedicated/separate space must be available.
 - The employee working from home shall accept the responsibility to ensure a safe and suitable workspace that is appropriately confidential and free of distractions and interruptions that may interfere with work and shall accept responsibility for their own personal safety and security in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993). Swellendam Municipality shall not accept any liability in this regard.

- The employee must have an adequate internet connection to connect to the municipality systems.
- The employee must engage with the municipality to establish the required internet connection.
- Employees should take precautions to avoid cybersecurity threats to the Municipality while working remotely by adhering to the following guidelines to reduce online threats:
 - Use strong passwords
 - Make sure your home antivirus software is up to date
 - Secure your home router – make sure you changed your router password when it was first installed. Unchanged passwords leave your home network vulnerable.
 - Install updates regularly
 - Back up your data
 - Look out for phishing emails and sites
 - Watch out for work-from-home scams
 - Lock your device – if you live with individuals that should not have access to work information, make sure to secure your device
- The employee must ensure the workspace will allow for confidentiality and no municipal matters are disclosed to any person
- The employee code of conduct and all municipal policies still applies when working from home. In particular, the employee shall not consume any alcohol or any other intoxicating substance during working hours whilst working from home
- For safety reasons, absent the express written authorisation of the immediate supervisor, no employee will be allowed to conduct in person municipal meetings or engagements at their work location, except by virtual means.
- When the employee is called to the office urgently, the employee must readily be available.
- Travelling and/or accommodation from home to the municipal offices as agreed on will be for her cost.
- The employee must work 40 hours per week, excluding periods utilised for lunch breaks) for a minimum of 8 hours a day.
- The employee must ensure that his/her work is done timeously so as not to disrupt, inconvenience or hold back the natural workflow of his/her colleagues.
- The employee must diligently perform the work (in accordance with the required performance standards, outcomes and deliverables) as per the job description and departmental plan agreed to between the employee and the Director of Finance.
- The employee must ensure that the employee still appears in corporate attire when video conferencing with stakeholders, customers or partners.

- The employee must ensure that the laptop and other equipment remains the municipality property and must be safeguarded against unauthorised access, theft and tampering.
- The employee must at least work from the Swellendam municipal offices for a minimum of 5 working days per month as agreed upon, which may increase subject to additional work requirements.
- Should service delivery imperatives require an employee to be present at the workplace to perform any official duty (including but not limited to the attendance of meetings, training opportunities, etc) the employee shall be expected to perform the duty at the date, time and venue indicated by the Director: Finance.
- The employee must re-apply for permission to work remotely on the adoption of the work from home policy.
- The status of the work from home will be reviewed every quarter.
- The approval or termination of a work arrangement remains a management prerogative. Any flexible work arrangement may be terminated should operational circumstances change or should such an arrangement no longer be deemed conducive to the operational businesses requirements of the Municipality.

2. Information to be completed by the employee

Nr	Information required	
4.	Employee Number	
5.	Name	
6.	Job Title	
7.	Phone Number	
5.	Address where home working will take place	
6.	Available Data connectivity	

3. Employee Declaration:

- 3.1. I will be responsible for completing and recording monthly occupational health and safety checks at my home working location;
- 3.2. I understand that the requirement for me to adhere to the Council's policies and procedures is unaffected by the fact that I will be working from home;
- 3.3. I agree to allow access, by prior arrangement, to my manager, IT staff, portable appliance testing staff and any other Council employee who requires access to perform their duties;
- 3.4. I understand that the home working agreement is not a substitute for childcare or other caring responsibilities and that adequate provisions must be made in respect of these;
- 3.5. I understand that I may be required to attend meetings at Swellendam Municipality on site, from time to time during my home working hours (e.g., to attend a team meeting);
- 3.6. I understand the provision for the home working agreement may be cancelled by myself or management.
- 3.7. I hereby confirm that I have read, understand and agree to the conditions relating to the home working arrangement:

Signature: Employee

Date

Recommended:

Signature: Director

Date

Approval Municipal Manager

Signature: Municipal Manager

Date



SWELLEN DAM MUNICIPALITY FLEXIBLE WORKING APPLICATION FORM

THIS FORM IS TO BE USED BY EMPLOYEES WHO APPLY FOR FLEXIBLE WORKING UNDER THE TERMS OF THE WORK ARRANGEMENTS POLICY

NAME & SURNAME:		EMPLOYEE NO:	
DIRECTORATE AND SECTION:			
JOB TITLE:			

PLEASE INDICATE THE FLEXIBLE WORK HOUR ARRANGEMENT OF YOUR CHOICE BY TICKING NEXT TO THE APPLICABLE OPTION

APPLICABLE OPTION

Options	Municipal working hours				Please choose Option (✓)
	Starting time	Ending time depending on duration of lunch			
		30 minutes	45 minutes	60 minutes	
Option 1	06h00	14h30	14h45	15h00	
Option 2	06h30	15h00	15h15	15h30	
Option 3	07h00	15h30	15h45	16h00	
Option 4	07h30	16h00	16h15	16h30	
Option 5	08h00	16h30	16h45	17h00	

PLEASE PROVIDE REASONS WHY FLEXIBLE WORK HOURS SHOULD BE CONSIDERED

When applying for Flexi Working Hours the following will be applicable:

- 1.1.1 Regardless of any work arrangement, an employee shall work 40 hours per week for –
 - (a) A minimum of 8 hours a day, unless
 - (b) A maximum of 10 hours if an extended work day have been approved in terms of a compressed work week arrangement.
- 1.1.2 An employee's lunch break shall be set no later than 5 hours after the agreed starting time and will not form part of the 40-hour work week.
- 1.1.3 Overtime worked will be managed in terms of the Swellendam Municipality's overtime policy. No employee shall be granted time off in lieu of overtime worked in excess of his / her work hour or work week arrangement.

- 1.1.4 Allowing for flexibility and taking into consideration the needs and circumstances of employees a flexible work hour arrangement provides for an employee to request commencing the work day at half hour intervals before 08h00 and ending it the same way.
- 1.1.5 At the same time, an employee may opt for an extended lunch break, provided that it does not detract from his/her responsibility to work 40 hours per week.
- 1.1.6 Prior written approval must be obtained from a Director to work a flexible work hour arrangement option.
- 1.1.7 An employee employed on a full-time capacity (i.e. 8 hours workday) may apply to work a flexible work hour arrangement.
- 1.1.8 It should be noted that flexi work hour options may only be approved where operationally feasible and must be approved at Director level.
- 1.1.9 The approval and continuation of a flexi work hour arrangement is a privilege and not a right, and approval of such arrangements remains subject to the operational and service delivery needs and requirements of the Department and the discretion of the Director granting the request.

I hereby confirm that I have read, understand, and agree to the conditions relating to the Flexible Working arrangement

Employee Signature: _____

Date: _____

Recommended / Not Recommended

COMMENT

Line Manager Signature: _____

Date: _____

Approved / Declined

COMMENT

Director Signature: _____

Date: _____