



VICTOR KHANYE

LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT

HOSPITALITY, GIFTS, APPRECIATION AND STAFF FAREWELL FUNCTION POLICY

Policy Number: Hospitality & Farewell - 01	Approved by Council: 31 Oct 2012
Resolution No: A28/09/2012	Review Date:

RATIONALE

The purpose of this policy is:

- To regulate the employee responses to such events with a view to ensure that same are managed and arranged in such a manner so as to promote a caring culture and also not to disrupt normal operations.
- To establish the circumstances for which and the value of any gifts that VKLM will offer employees concerned.

1. PREAMBLE

It is common course that working relationships among colleagues, peers and subordinates invariably take on a personal (friendship) relationship. Under these circumstances work-mates may want to express their friendship or camaraderie in significant events that may occur in the lives of fellow work-mates, e.g. death of a relative, birth of a child, marriage, prolonged illness or resignation, including retirements.

VKLM and the management team recognise this and are supportive of any such spontaneous and voluntary gestures.

2. IMPORTANT PRINCIPLES ON WHICH THE POLICY IS FOUNDED

- 2.1 Farewell functions must not disrupt the daily activities if held on the municipal premises;
- 2.2 Functions are determined by the rank/position of the person leaving;
- 2.3 The leaving person must have been in the employ of the municipality for at least a year to qualify for a farewell function;
- 2.4 The affected department is responsible for the farewell of employees below the Section 57 manager;
- 2.5 Expenditure incurred for the farewell function of Section 57 Managers, and the Municipal Manager shall be defrayed in full from the municipality's entertainment budget;
- 2.6 Door-to-door contributions can be collected from the colleagues and interested parties;
- 2.7 Leaving employees may also contribute towards their own farewell;
- 2.8 Negotiations must be made with the head of the affected department regarding the time allocated for employees to attend the farewell function.

3. Principles

- 3.1. Voluntarism: All contributions (financial or otherwise), which may be solicited from employees, should be strictly on a voluntary basis only;
- 3.2. Attendance at any function arranged on the company premises will likewise be voluntary;

- 3.3. Authorisation: All arrangements for any staff member must be duly authorised by the Director of the Directorate affected;
- 3.4. Working Hours: Normal working hours will not be compromised for staff functions and these must be arranged to coincide with the official lunch/tea breaks.

4. Contributions

- 4.1. The Director of the Directorate may authorise and designate a staff member to coordinate contributions for the event from co-workers in the Directorate concerned;
- 4.2. No minimum amounts must be stipulated and no form of pressure or coercion should be placed on any employee, as all contributions will always be voluntary;
- 4.3. The designated staff member shall keep proper record of the contributions received and the manner of disbursement thereof;
- 4.4. Expenditure incurred for the farewell function of Section 57 Managers, and the Municipal Manager shall be defrayed in full from the municipality's entertainment budget.

5. Farewell Functions

- 5.1 Where a staff member leaves the organisation as a sequel to resignation, expiration of contract of employment or retirement, the Director may authorise that a farewell function be held within the Directorate.
- 5.2 Where the departing staff member worked with employees across Directorates, the contributions and ensuing staff function may be arranged across Directorates with expressed permission of the Municipal Manager.
- 5.3 Any function on company premises must be held during official lunch/tea breaks and such arrangement should not disrupt operations. Attendance at such functions will be voluntary.
- 5.4 VKLM may sponsor/host a farewell function for departing staff members, below sec. 56 managers on the basis of length of service, position held or contribution to the organisation.

6. Events and scale of value

- 6.1 VKLM will offer any employee concerned a gift to the value as specified hereunder:
 - 6.1.1 Resignation

- 2 years + <4 years R1000

- 4 years + <7 years R1500
- 7 years + < 9 years R2000
- 9 years + R3000

6.1.2 Marriage – card and flowers/fruit basket – R250 (excluding delivery)

6.1.3

6.1.4 Baby – card and flowers/fruit basket – R250 (excluding delivery)

6.1.5

6.1.6 Funerals – (of an employee and immediate family as defined in the leave policy) - Card and flowers/fruit basket – R250 (excluding delivery)

6.1.7 Sick leave (Employee being sick for a period exceeding two weeks) - Card and flowers/fruit basket – R250 (excluding delivery)

6.2 The amounts stated may be reviewed from time to time.

7. POLICY REVIEW

This policy will be reviewed and amended on an annual basis or each time any Act or Conditions of Service or other agreements deem it necessary.

All proposed amendments will serve before the Local Labour Forum for recommendations and the Council for approval.