

## REMUNERATION POLICY

### Annual Pay Reviews

Employees pay levels are reviewed annually in July to take effect from 1st July of each year. The basis of increases is annually negotiated between Employee Representatives (Unions) and SALGA (Employer Representative). In the case of the Municipality not being able, for financial reasons, to effect this increase in any particular year, exemption should be applied for and the situation should be clearly explained to all staff.

Notwithstanding the above, employees will receive an annual notch which is being calculated from the first day of the working month of the employee's latest appointment whereby his/her salary will be increased annually by the relevant notch applicable to their salary scale. Should employees reach the top notch of their applicable salary scale, such annual increments will cease.

### Remuneration

Remuneration is confidential and must not be discussed with anyone and such contravention could lead to disciplinary action. A pay month runs from the 1<sup>st</sup> to the last day of the month. It is the practice of the Municipality to pay monthly salaries on the 20th day of each month, by direct bank debit. ~~Should the 20th day of a month fall either on a Saturday or a Sunday,~~ payment will be made on the Friday preceding that weekend. In cases when the 20th falls on a public holiday then payment will occur on the last working day preceding the 20th.

### Deduction from Salaries

Deductions in respect of income tax, pension, medical aid, unemployment insurance and any others related to the conditions of employment of employees, are made directly through the payroll system.

### Bonus

A 13<sup>th</sup> cheque, equivalent to 8,33% of the employee's annual salary is payable in the pay day following the original date of appointment (with the exclusion of other internal arrangements). The 13<sup>th</sup> cheque will be taxed on a monthly basis.