

EPHRAIM MOGALE LOCAL MUNICIPALITY



BURSARY POLICY FOR MUNICIPAL EMPLOYEES

DOCUMENT APPROVAL

RESPONSIBLE	NAME	SIGNATURE	DATE
PERSON:	Mathebela M.M.		08/06/15

DATE APPROVED: _____

EPHRAIM MOGALE LOCAL MUNICIPALITY



BURSARY POLICY FOR MUNICIPAL EMPLOYEES

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Responsible Person:	Name	Signature	Date

Date of Last Review: _____

1. PURPOSE

To make available financial assistance for permanent staff member who wish to advance themselves academically for courses which will directly benefit the Municipality through improved productivity and enhanced competencies.

2. OBJECTIVES

2.1 To make available financial assistance to permanent staff members who wish to advance themselves academically.

2.2 To encourage employees engage in learn to achieve individual development.

2.3 To ensure that employees choose courses which are relevant to their individuals work, job function, future job function or related to any job function within the Municipality to which one can reasonably expect the applicant to progress to.

3. ELIGIBILITY

Financial assistance to employees will only take place under the following conditions:

3.1 The applicant must be a permanent employee of the Municipality, having completed his/her probation period.

3.2 The applicant must be in good standing with the Municipality, i.e. must not be in a process of resignation or be in the process of being retiring or dismissed.

3.3 The course of study should be relevant to the individuals work, job function, future job function or related to any job function within the Municipality.

3.4 The course shall be relevant to local government and be presented by recognized institutions such as Universities, and Further Education and Training.

3.5 The Managers and Directors will be required to make recommendations taking into consideration the personal development plan of the application that is in line with Municipal functions.

3.6 The Training Committee will review all the applications.

3.7 The Training Committee will make a proposal to the Municipal Manager who will give final approval.

4. PRIORITIES

The provision of bursaries shall be in accordance with the following:

4.1 *The strategic objective of the Municipality.*

4.2 *Personal Development Plan.*

4.3 *The bursaries shall be allocated for the following:*

4.3.1 Pre Matric qualifications,

4.3.2 Undergraduate studies,

4.3.3 Post –graduates studies,

5. FORMS OF FINANCIAL ASSISTANCE

The following types of bursaries may be allocated to current employees to pursue academic programmes which are relevant to skills **needs** of the Municipality.

5.1 Bursary for part-time studies.

5.1.1 Bursaries will be granted for study programmes of a minimum duration of 12 Months, and Qualifications should have value in accordance with the NQF levels.

5.1.2 Only one form of financial assistance for study purpose may be approved per employee within one financial year.

5.1.3 All bursary application must be completed on the prescribed form and be accompanied by the following documents:

- ❖ Personal development Plan
- ❖ Curriculum of the intended course of study
- ❖ A letter from the institution stating the minimum duration of the course

- ❖ A letter of proof from the institution stating its registration status in accordance with the SAQA Act.
- ❖ Proof of results for previous year of study where applicable.

5.1.4 The bursary will be approved annually per academic year of study.

5.2 Pre-matric studies

5.2.1 Employees who would like to continue with the pre-matric studies may be financed through the Adult Basic Education and Training Programmes or any other relevant institutions, approved by SAQA.

5.2.2 Employees granted this assistance will enter into a learning contract with the Municipality.

5.2.3 The bursary shall cover tuition and books fees upon submission of all necessary documents.

5.2.4 Employees who do not pass all registered subjects in a given academic year will be required to register the failed courses from his/her own pocket.

5. TERMS AND CONDITIONS FOR PAYMENT OF BURSARY ACCOUNTS

5.1 The bursary amount will only be limited to:

- ❖ Registration fees
- ❖ Tuition fees
- ❖ The prescribed study material which will include but not limited to paper, books, material, (proof of study material from the institution together with a quotation from a bookstore should be provided for the claim to be processed).
- ❖ In case where books have been purchased, authentic invoices with clear references should accompany the claim.
- ❖ The Municipality will pay actual expenditure to a maximum of R4000.00 for prescribed books depending on the course enrolled for. This amount shall be reviewed by the Training Committee annually based on available funds.

- 5.2 The Municipality will not pay for subject or modules repeated.
- 5.3 The employee should submit an invoice or statement of account from the institution starting all which have to be paid for the academic year in question.
- 5.4 Under no circumstances will interest be paid on any account. The bursary holder has a responsibility to submit the accounts on time.

6. CONTRACT EMPLOYEES

- 6.1 The Municipality shall provide bursary to contract employees and Councillors under the following conditions:
- 6.2 The council shall recover the amount of money been paid to the employees in case the contract expires before the employee completes his/her studies.
- 6.3 The Council will not be expected to pay for subject or modules repeated.

7. CONTRACTUAL OBLIGATIONS

- 7.1 The bursary holder must complete and submit the contract before any payment can be made towards their accounts.
- 7.2 The fully completed contract must be signed by the bursary holder as well as counter signed by witnesses.
- 7.3 The bursary holder who undertakes part-time study will redeem the bursary by serving the Council for two years after attaining the qualification.
- 7.4 A bursary holder who fails to complete the relevant qualifications, resigns or breach any conditions of the contract shall be responsible for any obligation in terms of the contract by paying back the bursary amount funded.

7.5 Examinations result should be submitted immediately after the results have been made available by the institution. No payment will be made in respect of any new enrolled subject prior to the submission of result.

7.6 The total amount paid as a bursary to an employee shall be fully recovered in the event the employee resign, terminated due to incapacity or is dismissed before completing the registered course and serving the required two years of service to the Municipality.

8. APPLICATIONS FOR BURSARIES

The application for bursaries will close on 20th December for the beginning of the year and 30 April for second semester courses and late applications may only be considered on merit.

POLICY AMENDMENTS

The Policy may be amended when a need arises but once per annum. Inputs for amendments may be submitted to the Department of Corporate Services for consideration.



EPHRAIM MOGALE LOCAL MUNICIPALITY

APPLICATION FOR A BURSARY

A. Personal Details

Surname _____

First Names _____

Identity No _____

Date of Appointment _____

Designation _____

Employee No _____

Physical Address _____

Telephone (Home) _____

Cellular Phone _____

**B. Academic History
Schooling**

Highest Standard Passed _____

Year Completed _____

Subjects Passed in Highest standard _____

TERTIARY EDUCATION

1ST DEGREE/DIPLOMA/COURSE

Qualification: _____

Highest level: _____ Year Completed _____

Name of institution: _____

Subjects Passed: _____

2ND DEGREE/DIPLOMA/COURSE/QUALIFICATION

Qualification: _____

Highest Level Passed: _____ Year Completed _____

Name of Institution: _____

Subjects Passed _____

C. STUDY PLAN

Proposed Qualification _____

Name of Institution _____

Duration of Course _____

Year of Study (1 / 2 / 3) _____

Correspondence

Part Time / Full Time

Course details from the Institution must be attached:

Year Subject 20	Year Subject 20	Year Subject 20	Year Subject 20

Motivation - (Motive reasons for intended course of study)

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(Proof must be attached)

Costs: Current Year/Term

Registration Fees	R _____
Tuition Fees	R _____
Exam Fees	R _____
Books (Only with invoice)	R _____
Others (Specify)	R _____
Total Cost	R _____

Subjects/Modules: Current year cost per Subject

1	R _____
2	R _____
3	R _____
4	R _____
5	R _____
6	R _____
Total Cost for the Course	R _____

DECLARATION

I _____ the undersigned, hereby acknowledge that I understand and accept the terms and conditions of the Bursary Policy for Municipal Employees.

I hereby irrevocably authorize the Municipality, on termination of my employment for any reason whatsoever or upon failure of a course or exam, to deduct from me any monies due in terms of the rules of this policy. I agree to sign an Acknowledgement of Debt in allowing the Municipality to recover any monies owed by myself and to recover the balance of such monies still outstanding by way of a civil claim.

Employee's Signature

Date

Manager's Recommendation

(This must be considered in line with the appropriateness of the personal development plan).

Supported

Not Supported

Reasons

Director's Recommendations

Supported

Not Supported

Reasons

Approved/Not Approved

Municipal Manager Signature

Date