

EXTRACT FROM THE CONFIRMED MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON FRIDAY, 31 AUGUST 2018 AT 9H08

Resolution C/3/96/08/18

APPROVAL OF BITOU WORKING HOURS POLICY

Directorate: Corporate Services Demarcation: All Wards

Portfolio Committee: Corporate & Community Services Delegation: Council

File Ref: 4/3/P

Resolved

1. That the Working Hours policy be adopted, subject to the following amendment under point 6.1: Working Hours – Mondays to Thursdays:

“Mondays to Thursdays”

Starting time: 07h30

Lunch Break: 13h00 – 13h30

Finishing Time: 16h30”

2. That the Working Hours Policy be published on Bitou Municipal website and that all employees of the organisation be made aware thereof.
3. **That the working hours as reflected in the Working hours Policy be strictly adhered to.**
4. **That change in shifts at the Customer Care Call Centre be adjusted to overlap to ensure that handover of shifts can occur and that the effectiveness of the Customer Care Section be investigated.**
5. **That overtime operations, be monitored thoroughly by all Managers in order to minimise overtime cost.**

Proposed: Councillor S E Gcabayi

Seconded: Councillor X Matyila

To be Actioned by: Acting Head Corporate Services & Snr Manager HR