

Applicable from January 26, 1999

NUMSA Travel Policy

This policy shall be binding on all NUMSA staff who qualify for travel allowances/payment for the use of their motor vehicles in execution of their duties, which shall include but not be limited to: attending factories, workshops; taking members home after meetings; organising workers. Travel between home and office shall not be deemed to be travel on union business.

This policy can only be changed or amended by a Central Committee meeting or a National Congress. The rate of compensation shall be reviewed from time to time.

1. Qualifying staff members

To qualify for a travel allowance a staff member shall be:

- a) employed in any one of the following job categories: Gen. Sec.; Deputy General Secretary; Nat. Org.; Senior Legal Officer; Computer Analyst; Regional Legal Officer; Regional Secretary; Regional Education Secretary; Regional Legal Officer; Regional Organiser and Local Organiser.
- b) in possession of a valid driver's licence;
- c) in possession of a motor vehicle in good working order.

Should a qualifying staff member be involved in an accident which causes his/her vehicle to be unroadworthy then h/she shall be afforded a month within which to get their vehicle roadworthy again. Failing this the allowance will be stopped. In the event of the vehicle being a write-off, the allowance will be stopped with immediate effect, unless a substitute vehicle is obtained within a reasonable period of time.

Regional Secretaries shall be responsible for advising Head Office of any changes, in terms of this policy, to the staff in their regions. In the event of non-compliance with this clause, disciplinary action will be taken.

2. Assisting qualifying staff members to obtain a motor vehicle

The Union shall endeavour to assist qualifying staff members to obtain motor vehicles by:

- a) granting interest free loans as a deposit for a motor vehicle
- b) maximum amount of loan will be R10 000-00 and
- c) loan is repayable over 24 months.

3. Payment/Allowance

Qualifying staff who do not possess a motor vehicle, or use a motor vehicle in the execution of their duties, or who do not possess a valid drivers licence, shall be paid a fixed amount of R75.00 per month.

Non-qualifying staff, and ordinary union members who use their personal motor vehicles on authorised union business shall be paid an amount of R1,00 per kilometre.

Qualified staff shall be paid an allowance of R2 500,00 per month calculated as follows:

- A maximum of two-thirds of the total monthly costs for a 1600cc vehicle covering 20 000 km per annum

The above sum compensates staff for use of a vehicle for up to 1 111kms per month. All staff who estimate that usage will exceed this distance shall keep a suitable logbook for approval by the relevant regional or national committee. The excess kilometres shall be paid at a rate of R0.70c per km.

Staff do not have the right to charge members for transporting them, but they may charge the union. Transporting of shop stewards after meetings is part of their work and there should be no financial dealing between organisers and shop stewards or workers.

Payment of the allowance shall continue in the event of the qualifying staff member:

- (a) being on approved annual leave
- (b) being on approved sick/maternity/study leave
- (c) being absent from work for any other reason that has been sanctioned by the Central Committee, NEC or NFC and which is not inconsistent with this policy.

Provided that any qualifying staff member being on leave in terms of (b) or (c) above shall not be paid that portion of the travel allowance dealing with kilometres travelled.

4. Hiring of vehicles

The hiring of vehicles whether for private or Union business use shall not be permitted unless approved by a NFC or RFC meeting, such approval shall only be granted under the following circumstances:

- (i) In the event of the hired vehicle being for private use, the cost of the hire shall be communicated to Head Office. The staff member concerned shall sign an undertaking authorising the Union to deduct the cost of hire from his/her salary.
- (ii) That the vehicle hired will be used by an organiser to organise in the rural areas, provided that the round trip is not less than 700 kilometers.
- (iii) That the vehicle hired will be used to ferry meeting participants to and from the airport to the meeting venue.

New car policy:

Proposal from December 1998 Central Committee for implementation by July 1999

Agreed on a broad framework that looks at the core of the policy without looking at the other obvious mechanisms such as licenses, contracts to be signed, etc.

➤ *Eligibility*

Agree that all employees whose duties require them to have access to the car in order for them to be efficient and as a benefit based on the need to attract and maintain skilled staff in the organisation suggest that the following people be entitled to the car:

- a) General-Secretary
- b) Deputy General-Secretary
- c) The Nine (9) Regional Secretaries
- d) The Regional Organisers/Educators and Legal Officers
- e) The Local Organisers
- f) National Legal Officers
- g) National Sector Co-ordinators
- h) International officer
- i) Research Officer
- j) Information Officer
- k) National Education Co-ordinator
- l) Programmer
- m) Publicity Officer
- n) National Accountant & Assistant Accountant
- o) Information Technology Co-ordinator
- p) National Benefit Co-ordinator
- q) National Training Co-ordinator
- r) National Gender Co-ordinator
- s) Health, Safety and Environment Co-ordinator
- t) Training Co-ordinator

➤ *Car Scheme:*

- a) The purpose of the scheme is to make the employee concerned more productive and efficient and also retain skills and attract skilled personnel.

- b) The vehicles purchased in terms of this scheme shall be the property of the concerned employees.
- c) The vehicle shall be registered in the name of the employee.
- d) Numsa shall assist the employees with an interest free loan as deposit, which shall not be more than 20% of the purchase price.
- e) Employees shall enter into hire purchase/lease with a reputable finance institution to pay the vehicle in installments over a period not exceeding 36-48 months.
- f) Numsa shall act as a guarantor for employees being unable to obtain financing from banking institutions because of failure to meet maximum credit requirements.
- g) The purchase price of the vehicle shall not exceed R90 000 increasing every year on account of inflation.
- h) We propose that this category be subdivided into two cartels, viz. Employees based at Head-Office; based at regional offices and local organisers.
- i) Numsa shall subsidize the monthly installment with an amount of% for both regional office and Head-Office based employees and% for local office based employees.
- j) The above installments shall include monthly payment for the vehicle and monthly comprehensive insurance premiums and registration licences.
- k) The employee shall use the vehicle bought under the provisions of this scheme as a deposit if needing a new vehicle. This applies as well to those in current scheme.
- l) The employee shall be entitled to one set of tyres for every 12 months or 50 000 km which ever comes first.
- m) National Office Bearers should approach tyre manufacturers to negotiate an appropriate deal.
- n) Logbook shall be maintained for which shall be submitted to the national Accountant on the 10th of each month.
- o) A Nedfleet petrol cards shall be maintained based on vouchers for all qualifying staff. Exception on k/m claims at 70c per k/m will be considered through motivation by those who qualify to the ROB/NOB.
- p) The vouchers shall be reconciled to the logbook, which shall record travel for official duty.

- q) Numsa shall not pay accident excess on all claims.
- r) In the event the employee leaving Numsa when this contract is operational the following measures shall be taken:
 - the deposit paid by Numsa in respect of the vehicle shall be paid back by the official on the basis taking into account the time elapsed since the purchase.
 - employee leave and provident fund shall be used as a guarantee.
 - in the event the above not being adequate, Numsa shall retain the vehicle.
- s) Staff do not have the right to charge members for transporting them. Transporting of Shopstewards after meetings is part of their work and there should be no financial dealing between staff and shopstewards or workers.

➤ ***Payment of the allowance shall continue in the event of the qualifying staff member:***

- a) being on approved annual leave
- b) being on approved sick/maternity/study leave
- c) The Central Committee & National Executive Committee have sanctioned being absent from work for any other reason than and which is not inconsistent with this policy.

Category "C":

- d) Non-qualifying staff and ordinary union members who use their personal motor vehicle on authorised union business shall be paid an AA rate per kilometer.

➤ ***Hiring of vehicles***

Delete current provisions

➤ ***Level of Subsidy***

Further agree that the established 4 (four) aside Task Team will finalise the level of subsidy % allocation of the set below agreed broad

principles guided by the current travel allowance of R2 500-00 per month :-

- Monthly installment subsidy
 - Set of tyre per year
 - Nedfleet petrol cards
 - Extra Nedfleet petrol cards or exception on k/m claims at 70c per k/m for clearly defined distance locals.
- *That there shall be a negotiated maintenance deal with a dealer and a maintenance contract. Maintenance charges to the employee will be payable directly to the applicable dealer.*
- *NUMSA shall pay for one major service per annum per employee.*

Agree that implementation is with effect from July 1999.