



DEPARTMENT OF HEALTH

PROVINCE OF KWAZULU-NATAL

HUMAN RESOURCE DEVELOPMENT

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ENQUIRIES : MS L. JOHNSON

DATE : 20 JULY 2005

REFERENCE : S5/P

**TO: ALL HOSPITAL MANAGERS, HEADS OF INSTITUTIONS AND CHC'S,
DISTRICT MANAGERS AND HEAD OFFICE MANAGERS**

HUMAN RESOURCE MANAGEMENT CIRCULAR NO 105 OF 2005

VOLUNTEER'S POLICY

1. Please note that the above policy document has been developed by incorporating all previous circulars that were issued on the subject.
2. The policy document has been placed onto the Intranet, and can be found by clicking on "Index" on the Home Page, and then clicking on "Policies".
3. This policy has been ratified by MANCO under resolution item 7.11 from the MANCO meeting held on 21 July 2005. This policy can be utilized with immediate effect.
4. Please advise all concerned.



PROF. R.W. GREEN-THOMPSON
SUPERINTENDENT-GENERAL
HEAD: DEPARTMENT OF HEALTH



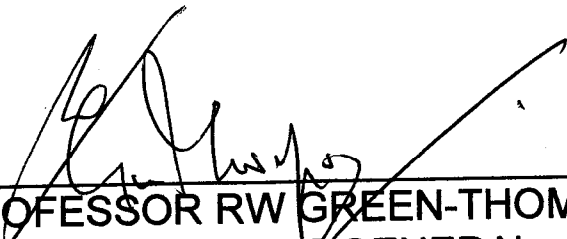


KWAZULU-NATAL DEPARTMENT OF HEALTH

POLICY ON: VOLUNTARY WORK / SERVICE IN THE
KWAZULU NATAL DEPARTMENT OF HEALTH

APPROVED BY MANCO ON: 21 JUNE 2005

IMPLEMENTATION DATE: 1 AUGUST 2005



PROFESSOR RW GREEN-THOMPSON
SUPERINTENDENT-GENERAL
HEAD: DEPARTMENT OF HEALTH – KZN

DATE: 01/09/2005

POLICY

VOLUNTARY WORK/SERVICE IN THE KWAZULU-NATAL DEPARTMENT OF HEALTH

POLICY ON VOLUNTARY WORK/SERVICE IN THE KWAZULU-NATAL DEPARTMENT OF HEALTH

1. TITLE

Policy on Voluntary Work/Service in the KwaZulu-Natal Department of Health.

2. DEFINITION OF TERMS

In this policy, unless the context indicates otherwise:

- **Volunteer:** Any person/official that out of his/her own volition, free, spontaneous, gratuitous, voluntary delivers a service/performs a task.
- **Employee:** Any person, excluding an independent contractor, who works for the State and who receives, or is entitled to receive any remuneration.
- **Month:** A calendar month (i.e. 07/06/05 -06/07/05).
- **Overtime:** The time worked during a day or week in excess of ordinary hours of work.
- **Public Holiday:** Any day that is a public holiday in terms of the Public Holidays Act, 1994.
- **Inherent requirements of a job:** Competencies that, according to evidence, any employee needs in order to carry out a job.
- **Remuneration:** Any payment made or awarded.
- **Week:** Continuous period of 7 days

3. PURPOSE

- 3.1 As announced by the State President early in February 2002, the year 2002 was the year of the Letsema / Voluntary Work. The purpose of this policy is to set clear criteria on the utilization of volunteers / workers in the KwaZulu-Natal Department of Health (KZN DoH).
- 3.2 The working hours and scope of practice has to be regulated and controlled.

4. **LEGAL FRAMEWORK**

The directives contained in this policy are issued in accordance with the following provisions:

- The Constitution, 1996 (Act 108 of 1996)
- The Public Service Act, 1994 (Proclamation No. 103 of 1994)
- The Public Service Regulations, 2001
- The Labour Relations Act, No. 66 of 1995
- The Basic Conditions of Employment Act, 1995, and
- The Collective Agreements.

5. **SCOPE OF APPLICABILITY**

This policy is applicable to the following:

- 5.1 Any person who is willing to perform voluntary work/service within the KwaZulu-Natal Department of Health.
- 5.2 Students / trainees / apprentices conducting compulsory practical services/ work are not included in this policy, and will be dealt with in accordance with different guidelines as set within the KwaZulu-Natal Department of Health.

6. **IMPLEMENTATION**

- 6.1 All institutions / districts / directorates must identify the need for voluntary work. Thereafter a work program/scope of practice needs to be developed for the functions to be performed by such volunteers. Where applicable, the days/hours such volunteers will be needed must be set out.

A contact person/coordinator responsible for managing and controlling the volunteer work must to be identified and appointed.

- 6.2 It is very important that the work program / scope of practice clearly defines the functions, to set a clear distinction between employees and voluntary workers. The level of performance required must also be clearly stipulated to all voluntary workers.
- 6.3 Institutions should, on a quarterly basis, advertise or place relevant notices at government institutions in order to inform persons interested in rendering voluntary work.
- 6.4 Each institution / district / directorate must keep a register containing the following information of all volunteer workers:
- Name
 - ID
 - Current department / section / employer (where applicable)
 - Current capacity
 - Contact numbers
 - Days/Weeks/Hours worked on monthly basis
- 6.5 This information must be submitted annually via the District Office to the Human Resource Development Directorate.
- 6.6 The management of the relevant institution/district/directorate has the prerogative to approve/agree on the utilization of a voluntary worker. It is very important that a volunteer meets the inherent requirements of the job. It should be clearly stipulated that it is the responsibility of the management of the relevant institution / district / directorate to verify the volunteers' information, such as the authenticity of qualifications, previous experience, etc. All applicants must be registered with the relevant statutory body, where applicable.
- 6.7 Each volunteer should sign the attached agreement before the commencement of duties.
- 6.8 All volunteers will be required to sign an undertaking (Annexure A) which amongst other things indemnifies the Department.

- 6.9 On commencement of duty the relevant volunteer must be taken through an induction and orientation program to ensure that he/she is fully understands all work related information, to prevent any risk of injury, inefficiency or breach of confidentiality.
- 6.10 A volunteer must inform the institution/district/directorate, if he/she intends to terminate voluntary services, and this must also be recorded accordingly.
- 6.11 The Basic Conditions of Employment Act stipulates that an employee may not work more than:
- 45 ordinary hours in a week;
 - 10 hours overtime per week; (please note that no individual who offers voluntary service, will be paid)
 - 5 days per week.
- 6.12 It remains the responsibility of the management of the relevant institution/district / directorate to verify whether the volunteer is employed or unemployed. The relevant person must submit an affidavit with his / her application, confirming / declaring his / her status. (This is to ensure that the Basic Conditions of Employment Act is adhered to).
- 6.13 All volunteers must adhere to the Code of Conduct as set out in the Public Service Regulations, as well as Resolution 2 of the Collective Agreements. Volunteers must comply with and abide by the disciplinary codes/policies of the department. Non-compliance with the prescribed agreement will result in termination of voluntary work/service.

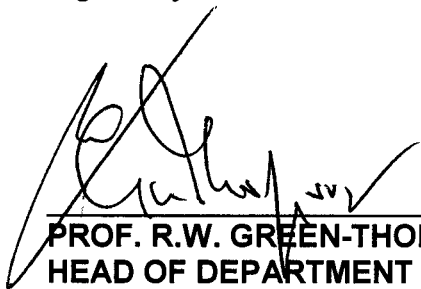
7. ROLES AND RESPONSIBILITIES

- 7.1 It remains the prerogative of the relevant management to decide on the utilization of any volunteer. However, volunteers will be accommodated for a maximum period of six months after which their services must be terminated. Volunteers taken before the implementation of this policy must be given notice that they will be terminated at the expiration of six months from the implementation date.
- 7.2 The institutional head / district manager / senior manager must approve the agreement between the volunteer and the relevant institution / district/ directorate.
- 7.3 The designated coordinator should keep records through a formal register of all volunteers as indicated in paragraph 6.4 above.

8. MONITORING AND REPORTING

The Human Resource Development Directorate will be responsible for the monitoring of the implementation and review of the policy, in line with new legislation and current employment trends in consultation with all stakeholders, where necessary. Reports will be submitted to both the Head and MEC of the Department of Health.

Signed by:



PROF. R.W. GREEN-THOMPSON
HEAD OF DEPARTMENT
DEPARTMENT OF HEALTH

07.09.05

DATE

UNDERTAKING

I _____ (Full names)

accept the offer of voluntary work in the Department of Health.

I undertake to conduct myself in a satisfactory manner at all times and understand that if my conduct is in any way unsatisfactory my voluntary service will then be terminated.

I further understand that I will not be guaranteed employment in the Department of Health as a result of my voluntary work.

I declare that I or my estate will not institute any claim against the KwaZulu-Natal Department of Health in the event of any illness or injuries sustained, or loss or damage suffered as a result of my activities with the Department.

The Department of Health of KwaZulu-Natal will offer me no medico-legal protection in the event of any claims which may arise from my activities with the Department. I will also receive no remuneration for services rendered.

I also indemnify the KwaZulu-Natal Department of Health against any claim by any other party as a result of any action or non-action taken by me as a result of my activities with the Department.

I acknowledge that I will be required to adhere to the same code of conduct applying to regularly employed officers.

Agreed to and signed at _____ on this _____ day of
_____ 20 ____.

Signature

_____ Witness: 1 _____
2 _____