

**MEMORANDUM**

**Attention** ALL BUSINESSES WORKING SHIFTS OR INTENDING TO WORK SHIFTS

**From** Executive Manager (Employee Relations)

**Date** 12 JULY 2011

**Subject** **SHIFT AGREEMENT: STRICT ADHERENCE TO/FOLLOWING OF RULES/PROCEDURES**

**Pages** 2

www.transnet.net

- 
1. All Local Businesses should have chosen or choose a shift pattern that is suitable for its operational requirements from the shift menu (annexure B1 and B2 to the shift agreement).
  2. Introduction of a shift system or any changes to a shift system should be consulted at the LBC level.
  3. The chosen shift by a Local Business Committee must be submitted to the National Operation Committee (NOC) for ratification. The committee is chaired by the General Manager or National Business Manager.
  4. In the event that the LBC does not reach consensus, the LBC shall submit all issues to the NOC for consideration and decision making.
  5. Where possible, a shift should be arranged in such a way that it coincides with the availability of transport on the start and end of the shift. Parties should amongst others consult on practical challenges of transport that may face them.
  6. The 24/7 shift has 5 working days and 2 rest days (rest period is on any day/s depending on the roster). **Transnet Rail Engineering DOES NOT HAVE A COMPRESSED WORK WEEK (i.e. cannot work 4 days or fewer days in a week to complete hours for a week).**
  7. Shift rosters are to be planned well in advance and to be displayed on weekly/monthly basis for easy access for all employees involved.
  8. All copies of approved shift patterns (approved by NOC) and rosters should be sent to Kilner Park Compensation office for the attention of MS MAPASEKA TSOTETSI –email: [Mapaseka.Tsotetsi@transnet.net](mailto:Mapaseka.Tsotetsi@transnet.net) or Head Office ER.
  9. The personnel establishment of each Local Business shall take cognisance of leave, sick leave, rest periods, training etc.
  10. Arrangements must be considered to accommodate special needs such as pregnant and breastfeeding workers, disabled and workers with health problems.

11. Successive night shift should be avoided at all costs and a balance should be sought between morning, afternoon and night shifts.
12. Employees required to work on a regular basis between the hours of 23:00 and 06:00 the next morning shall undergo medical examination at least once every three years.
13. Rest periods should be arranged to fall on weekends where it is practical possible.
14. Employee/s working shift work shall be granted a weekly rest period of at least 48 hours (minimum of 36 hours) which shall include at least one full Sunday per shift cycle.
15. No employee shall be required to work longer than 12 hours per shift. Should an employee(s) for whatever reason be required to work hours longer than the rostered shift, it may only be done by agreement.
16. An employee shall have a rest period of a minimum of 12 hours before the commencement of a shift.
17. Employees who work continuously for more than 5 hours per day shall have a meal interval of at least 30 continuous minutes.
18. Employees may be required during a meal interval to perform duties which cannot be left unattended. In such instances and in instances where an employee has been requested to be available for work during meal interval, the employee will be paid accordingly.
19. PAYROLL and Compensation officers/managers are required to verify and monitor the payment of employees working shifts in line with the correct codes at all times (**no compressed work week shifts to be allowed**). Verify with head office should there be uncertainty on the payment.

Kind Regards

**Stephen Matlou**  
**Executive Manager (Employee Relations)**