

## 18.6 TASK WORK IN THE PUBLIC SECTOR

- 18.6.1 The term “Task” is defined as an action, or sequence of actions that contributes to the completion of a specific work objective. Task implies an assigned piece of work, often to be completed within a set time frame.
- 18.6.2 In the 2008 PRB Report, we took stock of the extent to which this mode of working was practised in the Public Sector and found that this method of work was practised for manual grades only. The manner in which task work is practised in the public varies from organisation to organisation.
- 18.6.3 In view of the above, the Bureau set the following guidelines regarding task work:
- (a) (i) task work should be resorted to only where the output is measurable in terms of quality and quantity and easy to control;
  - (ii) the daily task assigned should be measured and certified by the supervisor and workers allowed to leave site of work on completion of these tasks to the satisfaction of the supervisor; and
  - (iii) roll call should be made immediately after resumption of duty after lunch time.
  - (b) regular site visits should be effected to ensure that the guidelines set out above are implemented by site supervisors and corrective actions are taken, wherever warranted;
  - (c) a control mechanism should be set in place to ensure that targets are met on daily/weekly/monthly basis; and
  - (c) employees may be allowed to leave their site of work on (i) completion of their tasks subject to the tasks assigned having been controlled and certified by the supervisors; and (ii) provided that the employees have been in attendance for a minimum number of hours which should be around 75% of the normal working hours of the corresponding grade not on task work.

### Recommendation

- 18.6.4 We recommend that Public Sector Organisations willing to resort to task work to meet operational requirements, should stand guided by the above guidelines.**

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