

18.6 TASK WORK IN THE PUBLIC SECTOR

- 18.6.1 Task Work implies an assigned piece of work often to be completed within a set time frame. It can also mean an action or sequence of actions to be performed closely together and completed in time and directed towards an objective, common goal or outcome.
- 18.6.2 The concept of task work was first introduced by the Bureau in the 2008 Report further to representations received from Federations of Unions regarding the need to identify public sector organisations where task work could be required. The Bureau was requested to make special recommendations in respect of grades operating on a task work basis taking into consideration the working conditions, the environment and the hours of work. The Union members had apprised the Bureau that certain categories of employees, who by the nature of their activities, work on a task basis, but are bound upon completion of their tasks, to stay idle at their work place until the time of departure.
- 18.6.3 Therefore, with a view to assessing the extent to which task work is prevalent in public sector organisations, the Bureau, in its successive Reports, conducted a survey to take stock of the then situation in respect of task work.
- 18.6.4 On the basis of the survey findings, we recommended the following guidelines regarding task work, which at present are:
- (a)
 - (i) task work should be resorted to only where the task rates have been recommended by the Head of Division and approved by the Supervising Officer in cases where the output is measurable and easy to control;
 - (ii) the daily task assigned should be measured and certified by the Supervisors before the workers are allowed to leave their sites of work; 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; and
 - (a) employees may be allowed to leave their sites 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

- 18.6.5** We again recommend that the guidelines set out above in respect of task work in public sector organisations, should apply to grades required to operate on a task basis, as specified by the Supervising Officer based on functional requirements.
