

GREAT KEI LOCAL MUNICIPALITY



DRAFT PLACEMENT, PROMOTION, DEMOTION & TRANSFER POLICY

2016/17

1. PLACEMENT

The purpose of promoting employees is-

- (a) To enhance career advancement of employees;
- (b) To sustain productivity;
- (c) To minimise the effects of job poaching and job hopping by creating a work environment in which employees are aware that there are prospects for advancement; and
- (d) To accelerate the career development of persons from designated groups.

When the Municipality has completed a process of reviewing its organizational structure and as such it is required to engage in all required processes to ensure that all Job Descriptions are updated and all positions are graded according to Task benchmarking norms.

In order to achieve this, updated Job Descriptions have to be reworked so that they reflect the current reality and all positions to be subsequently benchmarked according to best practice, national norms and extensive research on the Task Job Evaluation system.

The institution has to advise staff of their placement in terms revised/updated approved organogram if there are any.

Placement is considered to be a process in which a person is placed in a "new" position on the justification that this "new post" represents a **close match** with that of the "placed incumbent". This has everything to do with comparisons between **job content** and has absolutely nothing to do with **job titles**.

During the reviewal of the Organogram one will note that some titles of posts are changed, some posts are moved to different directorates and some posts are abolished on the new structure, in accordance with the principles of best practice.

When the new posts have been created in terms of the operational requirements of the Municipality as per the reviewed Organogram, recommendations should be made for staff to be placed within these positions (**whilst abiding by the principles of close-match and Management deemed it appropriate to fill the positions**).

Where completely new and different positions are created, the municipality is obliged to advertise internal first and if required external and these posts are then filled by successful applicants after standard recruitment processes have been completed. Advertising of new posts will be subject to availability of budget.

2. PROMOTION

- 2.1 The purpose of promoting employees is-
- (a) To enhance career advancement of employees;
 - (b) To sustain productivity;
 - (c) To minimise the effects of job poaching and job hopping by creating a work environment in which employees are aware that there are prospects for advancement; and
 - (d) To accelerate the career development of persons from designated groups.
- 2.2 No employee appointed for a fixed term, whether she/he was appointed in terms of section 56 of the Municipal Systems Act or an employee appointed in a temporary capacity may be promoted.
- 2.3 An employee may only be promoted if a vacant position at a higher grading exists and that position has been designated a promotion position.
- 2.4 An employee may only be promoted if she/he is suitably qualified for the position in question.
- 2.5 Promotion of employees below middle managers should be based on the objective and subjective assessment to be done by Directorates in the form of written proposal recommended by Director: Corporate Services and Chief Financial Officer and to be approved by the Municipal Manager.
- 2.6 In case of a promotion to a Manager position a post must be advertised internal. An interview panel consisting of the departmental head of the department in which the appointment is to be made, the manager responsible for human resources management and the departmental head in whose department the relevant applicant is working must consider all applications for appointment in a promotion position.
- 2.7 The interview panel must assess the suitability of all the candidates through conducting interviews and may consider the applicant's employment history at the municipality, provided that during such assessment it may not consider-
- (a) a penalty for misconduct that has expired or

- (b) any disciplinary charges brought against the employee on which the employee was found not guilty
 - (c) the fact that the employee objected to or appealed against any performance appraisal or outcome of a disciplinary enquiry
- 2.8 An employee's promotion becomes operative on the first day of the month following the month during which she/he was promoted.
- 2.9 An employee who has been promoted is appointed on the first notch of the salary scale relevant to the position in which she/he has been appointed, or receives an increase of at least one notch, whichever is the greater amount.
- 2.10 The date on which an employee has been promoted becomes the date on which the employee will in future receive notch increases.
- 2.11 An employee who has been promoted may not be appointed on probation.
- 2.12 If, after the selection procedures have been completed, no applicant that meets the criteria set out in the advertisement has been found, the position concerned will be filled by way of recruitment.

3. DEMOTION

- 3.1 The purpose of demotion is to create opportunities for employees to stay in the municipality's service, at a lower level, as an alternative for dismissal.
- 3.2 An employee can only be demoted to a lower post as a penalty for misconduct if a position exists to which that employee may be demoted.
- 3.3 Whenever an employee is demoted as an alternative for dismissal due to misconduct, she/he must, within three working days after the offer was made to her/him, by written notice to her/his departmental head, accept the demotion. Should an employee fail to accept such an offer, she/he is dismissed with effect from the day following the day on which the offer of demotion expires.
- 3.4 Whenever the demotion of an employee who is incapacitated due to ill-health or injury will prevent her/his dismissal, she/he may be demoted, provided that a vacancy in a lower position exists.
- 3.5 Should an employee consent to demotion-

- (a) the demotion becomes effective on the day that she/he consents to the demotion;
- (b) her/his incremental date changes to the first day of the month during she/he was demoted; and
- (c) her/his remuneration and other benefits, including leave entitlements, is adjusted to the appropriate level with effect from first day of the month following the date of her/his demotion.

4. TRANSFERS

4.1 The purpose of transferring employees is-

- (a) enhance career advancement prospects of employees.
- (b) To create opportunities for employees to stay in the municipality's service as an alternative for dismissal, for incapacity due to illness or injury or poor work performance or due to the municipality's operational requirements.

Part A:

Transfer of employees within the same office/workplace

- 4.2 No employee appointed for a fixed term, whether she/he was appointed in terms of section 56 of the Municipal Systems Act or an employee appointed in a temporary capacity may be transferred to another position.
- 4.3 An employee may not be transferred from one position to another unless-
 - (a) a vacant position on the same level exists;
 - (b) the employee agrees to such transfer (unless the transfer is as a result of a disciplinary process; and
 - (c) the employee may be dismissed for incapacity due to illness or injury or poor work performance or due to the municipality's operational requirements

Part B

Geographical/spatial relocation of a post or transfer involving spatial relocation of an employee

4.4 Application of this part

This policy applies to any and all employees excluding Section 54 and Section 56-

- (a) whose jobs have been relocated from one place in the municipality to another place further than 20 kilometres from her/his original workplace due to the restructuring of the municipality's administration; or
- (b) who has been transferred or promoted to a job in another place, which is more than 20 kilometres from the workplace where she/he worked prior to being transferred or promoted.

4.5 Decision to relocate a position

- (a) Any placement of an employee in a position in the organisational structure must indicate whether geographical relocation of that employee is required.
- (b) Geographical relocation will only take place when some or all of the functions attached to a position must be executed in another place and the employee's new workplace is further than 20 kilometres from the workplace where she/he worked prior to such placement.
- (c) Whenever some of the functions and tasks performed by an employee are no longer required to be performed at the place where the employee normally works, the municipal manager's decision whether or not to relocate the employee concerned is final (subject to Local Labour Forum consultation).

4.6. Selection of employees for relocation

Where it is necessary to relocate more than one employee in the same job from one workplace to another the selection of employees for relocation in the affected job category will be done in terms of the following criteria:

- a) Call for volunteers from employees within the affected job category.
- b) Should more employees than there are posts available volunteer to be relocated, selection from amongst the volunteers will be done on a "first in, first opportunity" basis i.e. those employees with the longest service record in the particular job category will be given first opportunity to relocate.
- c) Should fewer or no employees than needed volunteer, selection shall be done from amongst the employees in the affected job category on a "last in, first cut" basis, i.e. those employees with

the shortest service record in the particular job category will be selected for relocation

4.7 Temporary accommodation of relocated employees

The municipality shall make arrangements and pay for the temporary accommodation of an employee who has been transferred, promoted or placed in a position at a workplace that is further than 20 kilometers from her/his previous workplace in an accommodation establishment for a period not exceeding 3 months calculated from the day she/he commences working in such new position.

4.8 Equivalent vacancies at previous location

In the event of a vacancy arising in the same job category at the place where an employee who was relocated worked prior to her/his relocation within 6 months after her/his relocation, such employee will receive preference should he/she apply for such position.

(c) To ensure that employees are utilized for the purposes of meeting the municipality's human resources needs.

5. Policy Review and Amendments

At the end of each financial year or where the Council deems it necessary, the policy shall be subjected to review and amendment as to ensure its continuing relevance and validity

5.1 A process wherein the Municipal Manager or any delegated council official shall make an input to the relevant council structures detailing the proposed amendments and the rationale thereof.

The amendments shall be placed on the council agenda and a vote shall be taken rectifying the policy

5.2 A Council resolution shall be recorded accurately reflecting the council decision and its number

Signature of the Municipal Manager

Signature of the Mayor.....

