

# PROMOTION AND TRANSFER POLICY

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## **1 DEFINITIONS**

**In this policy, unless the context indicates otherwise:**

- “Casual/part time employees”** - means employees who work less than 25 hours per week.
- “Council”** - means the plenary Committee of the Matatiele Municipality, and/or a standing committee thereof dealing with human resources related matters, and/or any other person with delegated authority.
- “Municipality”** - means the Matatiele local Municipality.
- “Promotion”** - means the permanent movement of an employee from a position in one job category to a position in another job category of increased responsibility or complexity of duties and on a higher salary range.
- “Relative”** - means a parent, adopted parent, grandparent, great grandparent, child, grandchild, great grandchild, brother, sister, aunt, uncle, niece, nephew, cousin, spouse, and/or life partner.
- “Transfer”** - means the permanent/temporary lateral movement of an employee from one position to another position in the same or another job category assigned to the same salary range, which may include the physical transfer from one location to another (e.g. one town to another).

## **2 PREAMBLE**

**In pursuit of unlocking and harnessing the potential of the Municipal employees, this policy ushers in a framework for tapping the needed internal talent from the ranks of employees in order to meet Human Resources challenges of the Municipality. This policy seeks to foster sound and fine managerial patterns and practices of driving internal vertical and horizontal mobility of employees.**

## **3 OBJECTIVES**

### **3.1 PROMOTION**

- 3.1.1 To achieve optimum utilisation of employees’ skills and talents by placing the suitable persons in more advantageous work positions through promotion.**
- 3.1.2 To enhance career advancement of employees.**
- 3.1.3 To gain and sustain employee motivation for high quality standards and productivity.**
- 3.1.3 To reward employee behaviour emanating from high quality of work and high productivity with a view to retain such behaviour.**
- 3.1.4 To fulfil the legitimate expectations of employees who regard that their efforts will lead to effective performance and who further anticipate important rewards for their accomplishment.**
- 3.1.5 To enhance employees’ motivation to work.**
- 3.1.6 To minimise the effects of job poaching and hopping by creating a conducive workplace environment in which employees are**

**aware that there are prospects for upward mobility and good incentives for excellent performance where they are employed.**

**3.1.7 To comply with the provisions of the employment equity legislation which obliges designated employers to, amongst other things, implement affirmative action measures aimed at the acceleration of the employment of persons from the previously disadvantaged groups.**

**3.1.8 To provide measures for management of promotion processes.**

**1.1.9 To set out criteria for promotion of employees.**

### **3.2 TRANSFER**

**3.2.1 To ensure that employees are utilized for the purposes of meeting the organisation's human resources needs.**

**3.2.2 To enhance career advancement of employees.**

**3.2.3 To address areas of poor work performance and ill-discipline on the part of employees.**

**3.2.4 To provide measures for transfer of employees.**

**3.2.5 To provide regulations for transfer of employees on grounds of incapacity and/or operational requirements.**

## **4 SCOPE OF APPLICATION**

**4.1 This policy shall be applicable to all posts of the Municipality with the exception of the following categories of posts and employees:**

**4.1.1 Sections 54 and 56 posts**

**4.1.2 TASK Grade 25 to 14 or equivalent for promotion only.**

**4.1.3 Casual/Part time posts.**

**4.1.4 Any non-permanent full-time employees whose term of employment is less than 6 consecutive months.**

**4.2 This policy will not automatically apply to employee progression resulting from attainment of statutory occupational courses or qualifications.**

## **5. PROMOTION PRINCIPLES**

**5.1. The promotion of an employee shall be effected by the Municipality and the employee shall be promoted only in the event of the occurrence of a senior vacant post.**

**5.2. An employee who canvasses support with a view to be promoted in the Service of the Municipality shall be disqualified for such promotion.**

**5.3. The Municipality encourages the policy of open promotion of individuals on a basis of academic qualifications, work experience and other relevant job requirements with due regard to the provisions of the employment equity legislation.**

**5.4. The Municipality is determined to fill such vacant position(s) earmarked for promotions with the best qualified and the best suited candidate.**

**5.5. The Municipality shall uphold filling of vacant posts by way of promotion where applicable not only as a principle but also as a strategy in order to avoid unnecessary costs or expenditure.**

## **6 FILLING OF A VACANCY BY WAY OF A PROMOTION**

- 6.1. Promotion shall be considered as means of filling a vacant post.**
- 6.2. General Manager shall ascertain the prospects of filling the vacant post through promotion.**
- 6.3. If prospects of filling the vacant post through promotion exist within the Department or institution as a whole, the promotion process shall be set in motion.**
- 6.4. The promotion criteria shall be initiated by the General Manager in conjunction with the Corporate Services Department.**
- 6.5. The promotion criteria shall be informed by the job requirements and challenges.**

## **7 ASSESSMENT OF EMPLOYEES FOR PROMOTION PURPOSE**

- 7.1. An employee earmarked for promotion shall be assessed against the requirements of the post.**
- 7.2. The employee's post and current performance will be taken into consideration.**
- 7.3. Employee's academic qualifications and/or work experience will play a critical role.**
- 7.4. Staff performance management reports, will be considered as well, if there are any.**
- 7.5. A promoted employee shall serve a six-month probation.**
- 7.6. Promotion shall be initiated and recommended by the General Manager in consultation with the Supervisor of the post where applicable.**
- 7.7. All promotion transactions shall be approved by the Municipal Manager.**
- 7.8. In the event of inter-departmental promotion, consensus must be reached between the Departments concerned.**
- 7.9. An employee shall be free to decline promotion.**
- 7.10. Once promotion has been accepted by an employee and all promotion procedures have been approved by the Municipal Manager, the employee loses all his/her rights to the junior position previously held.**

## **8 GENERAL PROMOTION PROVISIONS**

- 8.1. A promoted employee shall advise his/her supervisor about his/her promotion once it is confirmed.**
- 8.2. In case of an inter-departmental promotion, the effective date of promotion will be determined jointly, by the two departments involved subject to serving a one-month notice by the promoted employee where necessary.**
- 8.3. All promotions shall be made on merit.**
- 8.4. All promotions shall be made without prejudice to employees of the Municipality.**

## **9 TRANSFER PRINCIPLES**

- 9.1 The transfer of an employee may be undertaken by the Municipality in consultation with the employee at its discretion to meet its human resources requirements.**
- 9.2 The transfer of an employee may be undertaken by the Municipality in consultation with the employee at its discretion on an ad - hoc or short term basis to occupational address service delivery requirements**
- 9.2 An employee shall be transferred only in the event of a vacant post existing unless the Municipality determines otherwise.**
- 9.3 Where an employee is transferred for disciplinary reasons such transfer shall be preceded by the invoking of the disciplinary procedures.**
- 9.4 The transfer of the employee from one post to another requires a written approval of the Municipal Manager.**
- 9.5 Any transfer for non-disciplinary purposes can only be effected once a written consent from the affected employee/s has been obtained.**
- 9.6 Notwithstanding clause 9.5, transfer as a result of operational requirements and/or incapacity will be preceded by a meaningful consultation as opposed to a written consent of an employee to be transferred.**
- 9.7 Transfer of an employee from one post to another is the prerogative of the Municipality.**
- 9.8 Transfer of an employee may be either of permanent or temporary nature.**

## **10 TRANSFER REGULATIONS**

- 10.1. Transfers shall be effected by the Municipality upon determination of need by the fully authorised person or persons as means of filling a vacant post.**
- 10.2. An employee may apply for voluntary transfer from one post to another subject to meeting the conditions of transfer which shall include existence of a vacancy and requirements of a vacant post.**
- 10.3. Transfer of an employee shall be preceded by consultation of an employee and his/her Trade Union if an employee is a member of one, upon the employee's request.**
- 10.4. An employee being transferred shall subject to other transfer conditions be given reasonable time to attend to pertinent arrangements like accommodation prior to the effecting of transfer when necessary.**
- 10.5. The Municipality may make a provision for hotel accommodation for a maximum of 9 weeks for senior employees only i.e. TASK Grade 25 through 14 in the event if a geographical transfer of a radius of more than 30km.**
  - 10.5.1 A special paid leave of not more than 5 days may be given to an employee, in the event of a geographical transfer of a radius of more than 30km.**
- 10.6. The Municipality shall bear relocation costs which will include transportation of belongings and family members.**
- 10.7. An employee shall have a right to object to a transfer but not to non-compliance with the transfer order.**
- 10.8. A grievance may be lodged by an employee in case of perceived unfairness or workplace injustice about the transfer action.**

- 10.9. Transfer of an employee shall be effected in writing.
- 10.10. All transfers for TASK Grades 14 to 1 will be approved by the Municipal Manager in consultation with Local Labour Forum.
- 10.11. All transfers for TASK Grades 25 to 15 will be approved by the Council.
- 10.12. An employee who has been transferred to a lower post at his/her behest, on grounds of misconduct and/or incapacity shall not retain beneficial conditions of service either on a personal-to-incumbent basis or on any basis.
- 10.13. An employee who has been transferred to a lower post on grounds of operational requirements shall retain his/her beneficial conditions of service on personal-to-incumbent basis or on any basis.
- 10.14. Personal-to-incumbent conditions shall be applied without prejudice to other employees & the Municipality, and shall not be regarded as conditions of service for general application.
- 10.15. An employee who has been transferred against his/her will shall be given a first preference when a suitable vacancy arises at the work place of his/her choice.

## **11 COMMENCEMENT**

- 11.1 This policy will come into effect on the date of adoption by the Council.

## **12 INTERPRETATION OF THIS POLICY**

- 12.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 12.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 12.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.
- 12.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council or Arbitration.

## **13 PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY**

- 13.1 This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis after consultation between the Management and Trade Unions.
- 13.2 Notwithstanding clause No. 13.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.

## **14 AMENDMENT AND/OR ABOLITION OF THIS POLICY**


- 14.1 This policy may be amended or repealed by the Council after consultation between Management and Trade Unions.

**15 COMPLIANCE AND ENFORCEMENT**

- 15.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.**
- 5.2 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy**


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**MR. L. MATIWANE**  
**MUNICIPAL**  
**MANAGER**



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**CLLR M. STUURMAN**  
**ACTING HON.**  
**MAYOR**



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**CLLR N. NGWANYA**  
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