



PROMOTION AND TRANSFER POLICY
2021/22

Summary

This policy provide principle and regulations on transfer of employees to vacant higher post existing. Transfer of an employee from one position to another requires written approval of the Municipal Manager.

Publication Date	
Review Date	September 2021
Related Legislation/Applicable Section of Legislation	<ul style="list-style-type: none"> ● Labour Relations Act 66 of 1995 ● Basic Conditions of Employment Act 77 of 1997 ● SALGBC Main Collective Agreement 2007
Related Policies, Procedures, Guidelines, Standards, Frameworks	Basic Conditions of Employment Act No. 75 of 1997 (Updated December 2008)
Replaces/ Repeals (whichever is relevant, if any)	
Policy Officer (Name/Position)	M.W. Mxekezo
Policy Officer (Phone)	040-6733095
Policy Sponsor (Name/Position)	
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	All employees
Key Words	Promotion and Transfer Policy
Status	
Council approval date	
Version	1

REVISION RECORD

Date	Version	Revision Description

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1. TITLE

Promotion and Transfer Policy

2. PURPOSE

2.1 Promotion

- 2.1.1 To achieve optimum utilization of employees' skills and talents by employing the suitable persons in a more advantageous work situation through promotion
- 2.1.2 To enhance career advancement of employees
- 2.1.3 To gain and sustain employee motivation for high quality and productivity
- 2.1.4 To reward employee behaviour emanating from high quality of work and high productivity with a view to retain such behaviour
- 2.1.5 To fulfil the legitimate expectation employees have that their efforts will lead to effective performance and who further anticipate important rewards for their accomplishment
- 2.1.6 To enhance employees motivation to work
- 2.1.7 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
- 2.1.8 To comply with 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 historically disadvantaged groups
- 2.1.9 To set out criteria for promotion of employees

2.2 Transfer

- 2.2.1 To ensure that employees are utilized for the purposes of meeting the organisation's human resources needs
- 2.2.2 To enhance career advancement of employees
- 2.2.3 To address areas of poor work performance and ill-discipline on the part of employees
- 2.2.4 To provide measures for transfer of employees
- 2.2.5 To provide regulations for transfer of employees on grounds of incapacity and/or operational requirements

3. SCOPE

3.1 This policy shall be applicable to all permanent employees of the Municipality with the exception of the following categories of employees:-

3.1.1 Municipal Manager

3.1.2 Directors

3.1.3 All employees appointed on fixed term employment contract

3.2 This policy shall become operative on date on which it is approved by Council

4. PROCEDURE DETAIL

4.1 PROMOTION PROCESS

4.1.1 Vacancies for promotion

4.1.1.1 The promotion of an employee shall be undertaken by Council and the employee shall be promoted only in the event of a vacant higher post existing

4.1.1.2 An applicant who canvasses support with a view to be promoted in the service of the municipality shall be disqualified for such promotion

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

4.1.1.4 The Municipality is determined to fill such vacant position(s) earmarked for promotions with the best qualified and the best suited candidates

4.1.1.5 Any vacancy intended to be filled by way of promotion shall be advertised within the functional area where it exists and only employees within that functional area shall be eligible for consideration. The advertisement shall set out clearly all the minimum requirements for such vacancy and shall further allow a minimum period of ten (10) working days for the submission of the application(s) in this regard

4.1.1.6 All interested candidates shall be entitled to apply for such vacancy by submitting an application letter

4.1.1.7 The Executive Manager of Department shall select the suitable employee and recommend him/her to the Selection Committee. The latter shall then recommend the name to the Municipal Manager who shall grant approval with the concurrence of the Mayor.

4.2 PROMOTION COMMITTEE

4.2.1 A Promotion Committee shall be established to deal with promotion matters

4.2.2 The Promotion Committee shall comprise of the following representatives:-

- 4.2.2.1 One (1) management member from the relevant department in which the vacancy exists
- 4.2.2.2 One (1) Portfolio Councillor from the Standing Committee responsible for human resources related matters
- 4.2.2.3 One (1) official from the Human Resources Section
- 4.2.2.4 One (1) trade union representative from the existing trade union
- 4.2.3 The Executive Manager/his or her nominee shall preside over all the meetings of the Promotion Committee while the trade union representative(s) shall play an observer role
- 4.2.4 The Promotion Committee shall assess the suitability of candidates by considering the written submission and performance reports made by the Executive Manager of the relevant department
- 4.2.5 The decision of the Promotion Committee may be reached by either unanimity and/or simple majority of the members of the Promotion Committee
- 4.2.6 The Promotion Committee shall make a recommendation to promote to the Municipal Manager who shall grant approval with the concurrence of the Mayor

4.3 GENERAL PROVISIONS

- 4.3.1 An employee who expresses interest in a position will not jeopardize his/he current position or future opportunities
- 4.3.2 An employee is eligible for a promotional increase when he/she is reassigned from one position to another classified in a higher grade. However, a re-ranking of a position to a higher grade to reflect more accurately existing duties performed is not the basis for granting a promotional increase to a job holder, even if the upgrading is accompanied by a change in position title.
- 4.3.3 No employee of the Municipality may participate in decisions which would involve a direct benefit or detriment (appointment, hiring, retention, promotion, salary, leave of absence) of a relative. If the employee applies for a position which is supervised by his relative, the superior to such supervisor relative will be responsible for instituting any special procedures required to assure consideration based solely on merit.

4.4 TRANSFER PROCESS/PRINCIPLES/REGULATIONS

- 4.4.1 The transfer of an employee may be undertaken by council at its discretion to meet its human resources requirements, or for disciplinary reasons
- 4.4.2 An employee shall be transferred only in the event of a vacant post existing unless Council determines otherwise
- 4.4.3 Where an employee is transferred for disciplinary reasons such transfer shall be preceded by the Invoking of the Disciplinary procedures

- 4.4.4 The date on which a transfer for disciplinary reasons takes effect shall be regarded as such employee's future increment date unless Council determines otherwise
- 4.4.5 An employee transferred for non-disciplinary reasons shall retain the increment date applicable to him/her prior to such transfer
- 4.4.6 The transfer of the employee from one location to another requires a written approval of the Municipality Manager
- 4.4.7 Transfer of an employee may be either of permanent or temporary nature

4.5 DISPUTE RESOLUTION PROCEDURES

- 4.5.1 Any dispute relating to both the interpretation of the provisions of this policy as well as the Municipality decision on any specific promotion and/or transfer case(s) shall be dealt with in accordance with the dispute resolution machinery provided for in the applicable Labour Relations legislation
- 4.5.2 An employee who has been transferred to a lower post at his/her behest on grounds of misconduct and/or poor work performance shall not retain beneficial conditions of service either on personal-to-incumbent basis or on any basis
- 4.5.3 An employee who has been transferred on grounds of operational requirements to a lower post on grounds of operational requirements shall retain his/her beneficial conditions of service on personal-to-incumbent basis
- 4.5.4 Personal-to-incumbent conditions shall be applied without prejudice to other employees and the Municipality, and shall not be regarded as general conditions of services
- 4.5.5 An employee who has been transferred to a lower post as a result of injury on duty or any form of incapacity inflicted by the Employer/Municipality shall retain his/her conditions of service

4.6 WAIVING OF THE POLICY AND IMPLEMENTATION PROVISIONS

- 4.6.1 This policy may be partly or wholly waived by the Municipality in consultation with the Trade Unions
- 4.6.2 This policy shall be superseded by a Bargaining Council resolution, legislation and enforceable legal order
- 4.6.3 This policy takes precedence over all other promotion and transfer provisions

5. ROLES AND RESPONSIBILITIES

Role	Authority
Create, evaluate, review and adopt the policy	Council
A suitable employee must be recommended to the Selection Committee for promotion	Executive Director of the Department
Recommend the name to the Municipal Manager who will grant approval with the concurrence of the Mayor	Selection Committee

6. MONITORING, EVALUATION AND REVIEW

To expedite the decision-making process the municipality should authorise a designated employee, preferably Municipal Manager to consider and approve applications for the time and attendance. Director Corporate Services or a nominated candidate from Human Resource Section shall be responsible for overall monitoring, evaluation, review and ensuring that there is compliance with the Promotion and Transfer Policy. The policy shall be reviewed on an annual basis.

7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Council	Means the plenary committee of the Ngqushwa Municipality and/or a standing committee thereof dealing with human resources related matters and or any other person with delegated powers
Municipality	Means the Ngqushwa 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 promotion candidate's 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 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 (eg. One town to another)

8. SUPPORTING DOCUMENTS

NONE

9. REFERENCES

NONE

10. APPENDIX

NONE

11. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL

This policy is adopted and approved by the full Ngqushwa Local Municipality Council for implementation


 MUNICIPAL MANAGER


 DATE


 MAYOR

30/08/2022
 DATE