



SECONDMENT POLICY

2021/22

Publication Date	
Review Date	September 2021
Related Legislation/Applicable Section of Legislation	<ul style="list-style-type: none"> • Local Government: Municipal Systems Act, Act No. 32 of 2000; • Labour Relations Act, Act No. 66 of 1995, as amended • Basic Conditions of Employment Act, Act No.95 of 1997 • SALGBC's Conditions of Service
Related Policies, Procedures, Guidelines, Standards, Frameworks	<ul style="list-style-type: none"> • Recruitment, selection and appointment policy • Acting and acting allowance policy • Career succession planning policy
Replaces/ Repeals (whichever is relevant, if any)	
Policy Officer (Name/Position)	MW Mxekezo
Policy Officer (Phone)	040-6733095
Policy Sponsor (Name/Position)	
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	All employees
Key Words	Secondment Policy
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Council approval date	
Version	1

REVISION RECORD

Date	Version	Revision Description

CONTENTS

1. TITLE 6

2. PURPOSE..... 6

3. SCOPE 6

4. PROCEDURE DETAIL..... 6 - 7

5. ROLES AND RESPONSIBILITIES 7

6. MONITORING, EVALUATION AND REVIEW 7

7. DEFINITIONS AND ABBREVIATIONS..... 8

8. SUPPORTING DOCUMENTS 8

9. REFERENCES 8

10. APPENDIX 8

11. ADOPTION AND APPROVAL.....8

1. TITLE

SECONDMENT POLICY

2. PURPOSE

The purpose of this policy is to provide Ngqushwa Local Municipality and employees with clear, efficient and effective provisions for considering and transferring employees from one position to another temporarily to meet changing organisational needs whilst providing opportunities for employee's development and advancement.

3. SCOPE

This policy applies to all permanent and fixed term employees of Ngqushwa Local Municipality. N.B. For fixed term employees secondment must end prior to or on the end date of the fixed term contract. Only positions at political offices (Mayor and Speaker's offices) shall be permitted to source employee through secondment.

4. PROCEDURE DETAIL

Secondment

This is a mutually agreed secondment where an employee temporarily moves from his/her original post to a different post of the same grade or of a different grade within the municipality for a fixed period of time. When an employee is seconded to a higher graded position, he/she will be paid the salary for the seconded post for the duration of the secondment. Annual incremental progression will be applied during the secondment.

4.1. Principles

- An Secondment may only take place with the agreement of all parties including the employee's line manager
- **An employee undertaking a Secondment at the same level will not receive an adjustment to his/her remuneration package.**
- **An employee who is seconded to another position remains on the same conditions of service applicable to his/her original post**
- **Pension fund contributions will be based on basic salary of the original position unless he/she opt to increase pension contributions**
- At the end of secondment period the employee shall return to his/her original position without expectation of extension or permanent employment in the post into which he/she was seconded or a continuation of the higher remuneration or allowance
- An secondment shall only be possible if the employee concerned meets all the essential requirements for the post into which he/she is to be seconded

4.2. Benefits of secondment

The benefits of secondment include:-

- Provide an employee with the opportunity to develop skills and knowledge out with his/her original post
- Provide an employee with the opportunity for learning and development and career development

4.3. Period of secondment

A start date and end date will always be specified in a secondment agreement. The minimum period of secondment is **6 months**. Under no circumstances should a secondment reach or exceed **5 years**. The secondment in positions that are in Political Offices must be in line with the term of office of the Council.

4.4. Development

The municipality is committed to training and developing its employees. Secondment provides employees with an opportunity to gain and develop new skills and experience.

4.5. Secondment agreement

For Secondment a formal written secondment agreement must be agreed and signed by the Line Manager from the original post, Line Manager from the seconded post and the employee stating the terms of the secondment. A copy of which should be sent to Human Resources for the employee's personal file.

4.6. Extension of secondment

In certain circumstances it may be necessary to extend the secondment (although under no circumstances should a secondment reach or exceed **5 years** in duration). If the secondment is extended, a revised secondment agreement should be signed by all three parties and a copy should be sent to Human Resources for the employee's personal file.

4.7. Ending the secondment early

The secondment can be ended before the agreed end date by the employee provided that **4 weeks' notice** of the end of the secondment is given. This will be subject to the actual terms of the secondment agreement.

4.8. Return to original post

An employee on secondment has the right to return to his/her original post at the end of the secondment. If the original post no longer exists or the secondment has

ended before the agreed secondment end date the Council will endeavour to place the employee in a post with similar responsibilities and the same terms and conditions as he/she held before.

4.9. Review of the policy

The Secondment policy shall be reviewed at least once a year.

5. ROLES AND RESPONSIBILITIES

Role	Authority
Create, evaluate, review and adopt the Secondment Policy	Council
<ul style="list-style-type: none"> • Implement and enforce this policy • Establish and control the administration necessary to fulfil this policy, and report efficiently and regularly to the Committee in this regard. 	Municipal Manager
<ul style="list-style-type: none"> • Ensure that there is compliance with the Secondment Policy 	Director Corporate Services

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 Secondment Policy. 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 Secondment Policy.

7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Secondment period	The period starting on and ending on
Original post	The post held by employee before starting the secondment
Secondment	Is a mechanism by which employees may be transferred on a temporary basis to another position at the same or higher level within the municipality on the understanding that the employee will return to his/her substantive position at the conclusion of the secondment period.

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

22/08/2022

DATE



MAYOR

30/08/2022

DATE