



STAFF MOVEMENTS POLICY

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Council Resolution | E5

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1 DEFINITIONS

All definitions used in this policy are defined in the Main Collective Agreement of the South African Local Government Bargaining Council (SALGBC), unless stated otherwise with the relevant definition.

Words indicating the masculine gender shall include the feminine gender.

Council - "means Garden Route District Municipality"

Day – "means Monday to Friday, excluding public holidays, unless indicated otherwise by the context"

Earnings threshold (as per Collective Agreement on Conditions of Service) – "means the top notch of the salary scale (T-grade) within which the Basic Conditions of Employment Act, 1997 earnings threshold determination falls, as amended from time to time"

Earnings – "means the regular annual remuneration before deductions, i.e. income tax, pension, medical and similar payments but excluding similar payments (contributions) made by the employer in respect of the employee." (As per Basic Conditions of Employment Act, 75 of 1997)

Employee – "means any person, excluding an independent contractor who works for another person or for the State and who receives, or is entitled to receive, any remuneration"

(as per Employment Equity Act 55 of 1998) – "(b) means any other person who in any manner assists in carrying on or conducting the business of an employer"

Employer - "means Garden Route District Municipality"

Essential job requirement for the purposes of this policy is the skills, knowledge or experience that are necessary to perform a job as defined in the Job Description

Expanded Public Works Programme (EPWP) – "means a programme to provide public or community assets or services through a labour intensive programme initiated by government and funded from public resources"

Fixed term contract employee for the purposes of this policy is a person who is employed on a contract that includes an agreement detailing the relationship between the employer and employee, which is determined by an objective condition that creates no false expectations of renewal of the contract, and is based on a specific duration or time frame with dates or the completing of a specific task, project or event, other than the normal agreed retirement age.

Full-time Councillor – "means a councillor who has been elected or appointed to an office which has been designated as full-time in terms of Section 18(4) of the Structures Act"

IMATU – means "the Independent Municipal and Allied Trade Union"

Job Description (as defined in the Task Memorandum of Understanding) – “means a job description, as contemplated in section 66 of the MSA, describing the content, duties, reporting lines and other specifications of a position or job”

Municipality – “means Garden Route District Municipality”

Office Bearer – “means the elected president, deputy president, vice-president, chairperson, vice-chairperson, treasurer or secretary of the Trade Unions”

Official – “means a full-time employee of IMATU, SAMWU or SALGA”

Part-time Councillor – “means a councillor other than a full-time councillor”

People with disabilities/special needs (as per Employment Equity Act 55 of 1998) – “means people who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in employment”

Placement (as per Skills Development Act 97 of 1998) - “means placing an individual in a placement opportunity, with due regard to the Code of Good Practice on the Integration of Employment Equity in Human Resources Policies and Practices in terms of the Employment Equity Act, 1998 (Act 55 of 1998)”

Placement Opportunity (as per Skills Development Act 97 of 1998) – means any opportunity for work or learning that could be offered to an individual and includes a vacancy for employment, an opportunity for self-employment, a learning programme and community service”

Position (as defined in the Task Memorandum of Understanding) – “means an individual position on the staff establishment of a Municipality which is occupied by an individual employee”

Reasonable accommodation (as per Employment Equity Act 55 of 1998) - “means any modification or adjustment to a job or to the working environment that will enable a person from a designated group to have access to or participate or advance in employment”

Recognition of Prior Learning (as defined by South African Qualifications Authority (SAQA) – “is a process whereby people's prior learning can be formally recognized in terms of registered qualifications and unit standards, regardless of where and how the learning was attained. RPL acknowledges that people never stop learning, whether it takes place formally at an educational institution, or whether it happens informally”

Registered Medical Practitioner (as per Collective Agreement on Conditions of Service) – “means a person entitled to practice as a medical practitioner in terms of section 17 of the Medical Dental and Supplementary Health Services Professions Act, 1974 (Act 56 of 1974)”

Regulation of Non-Standard Employment and General Provisions (as per Labour Relations Amendment Act, 2014, Section 198 (b-d) -

Section 198B – Fixed term contracts with employees earning below

earning threshold

Section 198C – Part-time employment of employees earning below

earning threshold

Section 198D – General provisions applicable to sections 198A to 198C

Remuneration (as per Employment Equity Act 55 of 1998) - "means any payment in money or in kind, or both in money and in kind, made or owing to any person in return for that person working for any other person, including the State"

Representative Trade Union – "means the Trade Unions parties to this Policy, IMATU and SAMWU"

SALGA – "means the South African Local Government Association"

SAMWU – "means the South African Municipal Workers' Union"

Section 79 Committee – "means a committee of the municipal council established in terms of Section 79 of the Structures Act"

Seasonal Employee – "means an employee who is employed to work a full season, of not less than a continuous period of six months and who should qualify for all benefits in terms of employment conditions, except housing and pension benefits"

Suitably qualified person (as per Employment Equity Act 55 of 1998) – "means a person contemplated in sections 20(3) and (4);

20 (3) a person may be suitably qualified for a job as a result of any one of, or any combination of that person's-

(a) formal qualifications;

(b) prior learning;

(c) relevant experience; or

(d) capacity to acquire, within a reasonable time, the ability to do the job.

20 (4) when determining whether a person is suitably qualified for a job, an employer must-

(a) review all the factors listed in subsection (3); and

(b) determine whether that person has the ability to do the job in terms of any one of, or any combination of those factors."

Senior Management – "shall be those employees employed as head of department, deputy head of department and director or such post as determined by the relevant Division of the Council; and excludes Section 56 and Section 57 Managers"

Shop Steward – "means a Trade Union representative as defined in the Act"

TASK – "means shall mean Tuned Assessment of Skills and Knowledge"

Temporary Employee – "means an employee appointed for a specified period of time or to complete a specified task in terms of his contract of employment and which includes a casual employee"

Trade Unions – "means either IMATU and/or SAMWU" - refers to a trade union or employee association recognized by Eden District Municipality

Transfer is a horizontal or lateral movement of an employee from one job, section, department, shift or one position to another at the same or another place where the salary level, status and responsibility are the same. It can also be vertical or a complete diversification of duties and functions within the municipality. Transfer may be initiated by the employer or the employee.

Operational transfer is a transfer that is initiated by the employer and is aimed at meeting the requirements of the organization.

Versatility transfer is a transfer (also called) rotation is aimed at developing the skills of employees by moving them from one position to the other.

Remedial transfer

This is a transfer that is meant to rectify ~~mistakes~~ oversights that were made during the selection and placement of employees and aims to implement verdicts taken after an employee was found guilty of misconduct. Employees can also be transferred in the case of the outcome of a disciplinary process, incapacity process or where retrenchments/redundancies/re-deployment is considered.

Cross transfer is a transfer that is initiated by two employees who are at the same level and who are in possession of relevant qualifications for the crossing positions.

Upper Limits – “means the applicable total remuneration package as contained in a Government Notice”

Workplace – “means the employer”

2 LEGAL AND POLICY FRAMEWORK

- Municipal Systems Act, Act 32 of 2000
- Municipal Structures Act, 1998 (Act 117 of 1998)
- Municipal Finance Management Act
- Labour Relations Act, 1995
- Basic Conditions of Employment Act, 1997
- Employment Equity Act, 1998
- The Bill of Rights in the Constitution
- The Promotion of Access to Information Act, Act no 2 of 2000
- The Protection of Personal Information Act, Act no 4 of 2013
- Main Collective Agreement
- Collective Agreement on Conditions of Service
- Salary and Wage Collective Agreement
- Leave Policy
- Task Job Evaluation Policy
- Recruitment and Selection Policy
- Guidelines for Implementation of Municipal Finance Management Internship Programme (MFMIP)
- Regulations on appointment and Conditions of employment of Senior Managers
- Municipal Staff Regulations

3 INTRODUCTION

The Garden Route District Municipality is committed to protecting the security of employment for its employees, as far as possible.

Where future employment is at risk, the municipality will, in consultation with the employee and appropriate employee representatives, consider effective staff movements to avoid redundancy as far as possible.

The Garden Route District Municipality recognizes that staff motivation, productivity and retention are dependent upon people jobs that are well suited to their interest and therefore develop the policy on staff movements to manage the various options and processes for transfers, utilization of staff, secondment, etc to achieve productivity and to increase the effectiveness of the organization.

Specific processes are involved to manage the movements of staff within the Municipality. Consistency and uniformity is essential for a variety of sector processes such as wage bargaining, comparative understanding of workforce establishment levels and organisational form.

The staff establishment, Internal Task Job Evaluation processes, internal staff movements and appointments must align across all processes.

In order to meet a number of organisational needs, it is essential that a clearly understood practical effective staff movement policy is in place which enables employees to be placed or transferred to suitable posts within the municipality where possible.

This policy will also provide guidelines for the recognition and payment of individual staff members who are performing additional work responsibilities to their current and/or primary roles/positions within the Garden Route District Municipality (GRDM) and those employees who are seconded to other sections or departments.

The need for employees to take on additional duties can arise whilst there is a person occupying the position, during a vacancy, during periods of absence, leave or reorganization or because project work beyond normal requirements of a position has to be undertaken.

4 OBJECTIVES, PURPOSE AND SCOPE

- To increase versatility and competence of key positions.
- To increase the effectiveness of the organization.
- To correct incompatibilities in employee relations.
- To endeavour to ensure effective and efficient employment relations that will

- enhance service delivery.
- To correct erroneous placement.
- To deal with fluctuations in work requirements.
- To increase transparency at work.
- To implement career-path for a specific staff member.
- To groom a staff member for a higher position.
- To establish common and uniform procedures for the municipality and the employees.
- To promote fair treatment of employees.
- To establish clear guidelines for payment of additional responsibility allowances in the Garden Route District Municipality;
- To formally and meaningfully recognize and remunerate individual staff members for assuming additional work responsibilities within the Garden Route District Municipality; and
- To formalize the processes governing performance of additional work responsibilities in order to promote high performance culture and secure effective and efficient performance from individual staff members in the Garden Route District Municipality.

5 APPLICATION OF THIS POLICY

All Permanent employees of Garden Route District Municipality are subject to the provisions of this policy, unless stated otherwise.

Municipal Managers and persons appointed as Managers directly accountable to Municipal Managers in terms of Section 56 and Section 57 of the Municipal Systems Act, 32 of 2000 shall, subject to any provisions of the Municipal Systems Act, 32 of 2000 as amended and its regulations, be excluded from this Policy.

Contract-, Expanded Public Works Programme employees, Councillors, Interns and Students of Garden Route District Municipality are subject to the provisions of their employment contracts.

5.1 Staff Movements Committee

A Staff Movements Committee will steer the processes consisting of HR, relevant HOD's and Union representatives.

6 TRANSFERS

6.1 Types of Transfers

The following types of transfers will be applicable:-

(a) Operational transfer

This transfer is initiated by the employer and is aimed at meeting the requirements of the organization. The employees who are not fully utilized but efficient, may be absorbed in other place where there is a need for more resources in order to stabilize employment

(b) Versatility transfer

This transfer (also called) rotation is aimed at developing the skills of employees by moving them from one position to the other. This result in the organization having a pool of skilled employees.

(c) Remedial transfer

This is a transfer that is meant to rectify mistakes that were made during the selection and placement of employees. It also serve to implement verdict that was taken after an employee was charged for a misconduct after disciplinary measures were taken against such an employee.

(d) Cross Transfer

This is a transfer that takes place where two staff members of equal rank and position employed at different departments agree to swap their respective employment placement stations.

6.2 Circumstances that led to Transfer of Employees

The following are the reasons that will dictate the transfer of staff from one job, section, department and or position to the other:-

(a) To address operational requirements to meet the strategic objectives of the municipality

(b) To implement the disciplinary outcomes that may require the transfer of an employee as a verdict

(c) To address misplacement of employees resulting from mismatch of skills and qualifications

(d) To capacitate employees' skills through the job rotation program in order to have a pool of skilled workers

(e) To avoid monotony in the work of an employee that may influence unethical behaviour

(f) To avoid excess dependency on particular employee, otherwise may affect the purpose of the hierarchy and lose control over subordinates

(g) To create transparency among the employees and their work

(h) To limit taking advantage and sole control over the position or section

6.3 PROCEDURES FOR TRANSFERING AN EMPLOYEE**6.3.1 Transfer for Operational Requirements (Production transfer)**

(a) The employer may embark on an employee transfer on the basis of addressing its operational requirements in order to achieve its strategic objectives.

(b) Transfer shall not put the transferee in a worse situation nor be used as a means to upgrade certain employees.

(c) The Head of Department may write to the Executive Manager: Corporate Services motivating that the employee concerned is not fully utilized.

(d) The Executive Manager: Corporate Services shall in consultation with the other directorates identify a department where the employee could be utilized.

(e) On approval by the Municipal Manager, the employee will be transferred to the identified department/division or position where he will be fully utilized.

6.3.2 Transfer for Job Rotation Purposes (Versatility transfer)

(a) Job rotation provides for permanent staff to work in different areas of the division/department in order to gain valuable insight in the diverse work of the division/department.

(b) Staff in the same department and on the same rank may desire to be transferred horizontally to another section. In this case managers and the respective staff members and in consultation with the Human Resources must agree, all be by consensus, to such an internal cross transfer arrangements.

(c) The Head of department shall approve the transfer of employees on a rotational program.

(d) The transfer of employees from one position to the other within a division/department shall not affect their post levels as it aims at capacitating the employees with all the skills required for the department/division.

(e) Transfer in respect of versatile transfer shall be for a period of six months renewable to the maximum of twelve months.

(f) The divisional manager or supervisor shall mentor the transferred employee of the new role he/she has to play.

(g) A report shall be sent to the Head of of that Participating department.

(h) After the agreed period of job rotation has lapsed, the affected employees shall return to their normal duties.

6.3.3 Transfer for Correction of Selection and Placement Errors (Remedial transfer)

(a) This transfer is meant to correct the errors in the selection and placement of employees.

(b) The Head of a department will write to the Executive Manager: Corporate Services and request for the investigation of the skills and competencies against those that are required of the job after an indication of poor performance by the employee.

(c) The Executive Manager: Corporate Services will verify the employee's skills, competencies and qualifications required against those that the employee possess and recommend transfer of the positions on the basis of mismatched skills.

(d) If evidence reflect a disparity, the affected employee will be transferred to the position that suits his/her qualification.

(e) At the same time, an employee possessing skills that are not relevant to the position he/she occupies, may agree with another employee who possesses the skills required for his/her current positions for a transfer.

6.3.4 Transfer for Implementing Disciplinary Verdicts (Remedial transfer)

(a) An employee may be transferred from his/her initial position as a result of the outcome of the disciplinary verdict.

(b) After the processes of the disciplinary hearing, the Executive Manager: Corporate Services will implement the verdict.

(c) A letter will be written to the affected employee mentioning the verdict taken as well as the department and position which he is to occupy.

(d) A memo will also be written to the department which the employee is vacating and also to the new department which he being transferred to.

6.3.5 Swaping of Positions (Cross transfer)

(a) A Cross transfer takes place where two staff members of equal rank and position employed at different departments agree to swap their respective employment placement stations.

(b) This type of transfer does not in any way tamper with the terms and conditions of employment of the staff members and their salaries.

(c) The two staff members desiring to enter into a cross transfer must first agree to enter into this agreement in writing. Once agreed they must then submit their joint written application for a cross transfer to their respective immediate supervisors. The latter will then submit the applications to their Sectional Heads for the necessary approval.

(d) In submitting the written applications for the cross transfer to the Sectional Heads for the necessary approval, the supervisors must include their respective comments with regard to the following:-

(i) That the two staff members are on the same rank and they possess the same skills.

(ii) They must also indicate that the requested cross transfer is in the best interest of both the staff members concerned and if not, reasons must be provided.

(iii) They must also indicate the appropriate period that will be required for handing over and recommend the actual date of the transfer.

(iv) The two Sectional Heads will then submit the application together with their comments and recommendations to the Head of departments as the case may be, and the latter will then in an appropriate manner submit the application for final approval by the Municipal Manager.

6.3.6 Transfer principles

o The employee, supervisor, and departmental head to which transfer is envisaged shall consent to the transfer in writing and forward that to the Municipal Manager through Manager Human Resources.

o Relevant departmental heads and Manager Human Resources shall work out all costs of transfer for the Municipality and the employee, as part of the request forwarded to the Municipal Manager.

o Municipal Manager shall consider all expenses associated with the transfer envisaged and approve or decline the request on his / her sole discretion.

o If approved, Manager Human Resources informs relevant departmental heads through memo and by attaching a Letter of Transfer for the employee transferred. The transfer letter shall state all conditions of the transfer, including expenses that the Municipality will cover.

7 INTERNAL APPOINTMENTS

When an employee voluntarily and at his/her own accord applies for position within the municipality and became successful in a position warranting travelling and moving/relocating to a different location, such travelling and removal costs will be for his/her own account.

Internal Transfer/Placement of employees by employer

Should the municipality transfer an employee for operational reasons within the boundaries of the municipality, and such post warranting travelling and moving to another area, the municipality shall bear the full costs of travelling up to one year and furniture removal subject to submission of the lowest quotation of the three, within one year of transfer/placement." Other transfers is subjected to the Transfer Policy.

8 STAFF UTILIZATION

The purpose of effective utilisation of the current workforce of the Garden Route District Municipality to ensure that the municipality achieve its strategic objectives as set out in the Integrated Development Plan.

Effective utilisation in the workplace is the moving of an employee from one job or role to another within the municipality.

8.1 Effective Staff Utilisation Procedure

- Where employees are not fully utilised in their current positions as required (8 hours a day, 40 hours a week based on employee contract and working hours of GRDM).
- To minimise the employee related costs of the municipality
- Where individuals are identified as "not fully utilised" by themselves/supervisors/Head of Department.
- Where the job that an individual is currently doing is no longer required potentially resulting in a redundancy/retrenchment situation.
- Where an individual's employment is at risk due to, she/he is having a disability and reasonable adjustments cannot be made sufficient to enable the employee to continue in their present post, thereby resulting in their continued employment being at risk.
- Where individuals/supervisors/Head of Departments identify opportunities where employees can advance themselves in their career pathing and self- development.
- Where employees acquired new skills, knowledge, and experience in other disciplines within the municipality and vacancies does exist that align with their current acquired skills and knowledge sets.
- Where employees with multiple skills sets/scarce skills can be utilised across Departmental lines to ensure effective service delivery for the municipality
- There may be other exceptional circumstances where an employee may be, by agreement, designated as "not fully utilised" by the municipality, or as a result of technological advances, changed operational requirements, changes in strategic direction of the municipality, projects lifespan that comes to an end and any other unexpected processes.
- There might be instances where no positions currently exist on the approved organogram in a specific Department/Section of the municipality but additional workload, changes in strategic and operational requirements, new projects and other reasons warrant the movement of staff not fully utilised elsewhere.

8.2 Staff Utilisation Status

- Executive Managers can nominate potential “employees” in consultation with Supervisors, line managers and the relevant employee to be placed on a HR Database for effective staff utilisation.
- Employees can also indicate their willingness to be utilised elsewhere in the municipality based on new and additional skills acquired and or vacancies in the municipality to be entered into the HR Database for utilisation subject to Supervisors/HOD's recommendations.
- A list of all applicants for effective utilisation will be held by designated HR employees on a designated HR electronic system. HR will also co-ordinate information on funded vacancies through the Vacancy Review Process (VRP). This supports the identification of potentially suitable vacancies for re-utilisation prior to advertising.
- The list of applicants for effective utilisation will be shared confidentially amongst appropriate and designated HR staff including the HR Manager, Recruitment and Selection Practitioner and other for the purposes of supporting the staff utilisation process only.
- An employee who is designated as an applicant for staff utilisation will remain on the list of staff utilisations until such time as he/she is placed in a suitable alternative position in the municipality or his/her employment terminates or he/she ceases to be at risk of termination of employment.
- Where a suitable alternative employment is being sought for an employee due to a disability the correct legislative procedures will be followed as to the type of vacancies that would be potentially suitable.
- A decision will be made on a case-by-case basis by Municipal Manager and Senior Management in consultation with HR, the employee and Union representatives as to the duration for which the employee can retain staff utilisation status.

8.3 Effective staff Utilisation Skills Profile Process

- All staff wanting to apply for staff utilisation will be required to submit an electronic request on the system designated for that. The reason for that is to capture information on skills, experience, and knowledge and to identify any preferred role options. This information will be used as part of the assessment and identification of

vacancies that may constitute potential suitable alternative employment opportunities.

- The municipality is committed to providing reasonable training, support and guidance to maximise the potential for successful utilisation. Equally, employees will be expected to undertake any necessary training identified to facilitate the staff utilisation process, or to enable them to successfully undertake suitable alternative employment opportunities.
- Additional support and guidance should be provided for employees who are placed in alternative positions via the staff utilisation process.

8.4 Roles & Responsibilities

Once an employee has been designated as an applicant for effective staff utilisation, the following procedure to be followed:

8.4.1 Employees subject to staff utilisation

- Completing the Staff utilisation Skills Profile Template electronically
- Frequently and regularly reviewing details of current vacancies
- Putting themselves forward for suitable vacancies
- Considering reasonable changes in working arrangements, pay and responsibilities
- Preparing for interviews and selection processes
- Not unreasonably turning down an offer of suitable alternative employment.

8.4.2 Line Managers

- Providing support to employees that were placed in alternative positions
- Seeking appropriate opportunities to assimilate employees subject to placement to alternative posts within the department.
- Holding regular formal review meetings with the affected employees

8.4.3 Manager Recruitment and Selection Practitioner

- Accepting a corporate responsibility for municipality employees by responding positively to requests to consider employees subject to staff utilisation.
- Assessing redeployees against the essential/minimum selection criteria for the post as detailed in the employment specification in conjunction with Human Resources.
- Interviewing affected employees, in conjunction with a member of HR Section
- Providing feedback when the employee does not meet the essential criteria for their role.
- Providing support during a trial period and determining suitability at the end of trial period.
- Providing monitoring information to Human Resources to support any reviews of the Effective Staff Utilisation Policy.

8.4.4 Human Resources employees

- Actively co-ordinating and supporting the staff utilisation processes of affected employees
- Facilitate meetings between affected employees and line managers to establish a full skills profile and any training needs.
- In conjunction with the line manager/recruiting manager and employee, assessing whether a vacancy constitutes potential suitable alternative employment.
- Maintaining regular contact with affected employees (and their representatives) to provide guidance.
- Liaison with Recruitment and Selection Practitioner of potentially suitable vacancies.
- Liaison with Occupational Health and Safety Services (and others as appropriate) in relation to cases to seek advice on reasonable adjustments and suitability of redeployment opportunity as required.
- Maintaining a list of affected employees for placement.

- Providing information in relation to employees for the Vacancy Review Panel (VRP) and liaison with VRP as required.
- Checking of affected employees against vacancies, prior to advertising to check potential suitability.
- Notification of vacancies to employees following VRP approval.
- Provision of information, advice and guidance on revision of the Effective Staff Utilisation Policy and Procedure.

8.4.5 Occupational Health and Safety

- Providing advice to line managers and HR colleagues where an individual has a disability which renders them unable to continue with their existing position.
- Providing advice to line managers and HR colleagues in relation to an individual's capability to undertake suitable alternative employment.
- Providing advice and support to help identify the types of roles that may be suitable for the redeployee.

8.5 Identifying Alternative Opportunities for Staff Placement

- It is the responsibility of both the municipality and the employee to search for suitable alternative employment. All employees can access details of current advertised vacancies on the municipality's website, internal mail or HR offices.
- Should an employee identify a vacancy which he/she is interested in, either before or after advertisement, he/she should bring this to the attention of Human Resources.
- Affected employees will be given, wherever possible, prior consideration for vacancies that may be potentially suitable alternative employment opportunities. Prior consideration involves considering the employee against the employee specification for the vacant post, where possible, in advance of any other applicants.

- Identification of suitable alternative employment is likely to include consideration of the following issues:
 - Responsibilities and the nature of the job
 - Status of the job
 - Grade/Salary
 - Qualifications and Skills
 - Hours of work
- Location

The suitability of the vacancy needs to be considered in accordance with the following criteria:

- The vacancy must be occurring at the appropriate time.
- Designated positions will normally be of the same grade, or at one grade lower, than the employee's existing grade.
- where an affected employee is interested in a vacancy at a higher grade which would provide a promotion opportunity, the redeployee may submit an application form following the advertisement of the vacancy on general release. In such circumstances, where the application meets all the essential/minimum criteria as outlines in the employee specification, the employee must be short-listed for interview.

8.6 Employment Interview/Selection Process

- Once a potential match has been established the employee will be offered an interview prior to the post being advertised (where possible), or alternatively prior to other applicants being considered through the usual selection process, thereby giving the redeployee prior consideration.
- The selection panel will be constituted in accordance with the Municipality's Recruitment and Selection policy and procedures.
- In order to prevent any undue delay in the recruitment process, it is anticipated that this interview will take place as soon as possible

and within a reasonable timescale. Any further advertising should be delayed pending the outcome of the interview, as long as the interview can take place within a reasonable period of time.

- The Recruitment and Selection process is applied but with particular emphasis on transferable skills, rather than looking for a 'perfect fit' with the employee specification.
- For a candidate to be appointed they must be able to meet the essential requirements of the job either immediately, or within a reasonable timescale. As part of the interview the selection panel should consider whether the application of training or further development and induction would enable the redeployee to enhance their existing skills in order to meet the selection criteria outlined in the employee specification. This should be taken account of as part of the decision. It must be recognised however that in some cases the timeframe involved to acquire any additional skills may be relatively short.
- Recruitment and Selection Practitioner in conjunction with Human Resources Manager must record the reasons in writing and provide feedback to the employee.
- If the person proves suitable at interview then they should be offered the post. In some instances it may be deemed appropriate to agree a trial period before final suitability is (or is not) confirmed.
- Where more than one employee, eligible for the position are identified as potentially suitable for an arising vacancy, all eligible employees on the list shall be considered and the appointment should be based on matching the best candidate available to the post.

8.7 Trial/Probation Period

- Trial/probation period must align with the approved probation guidelines of six (6) months.

- At the close of the probation period, both the line manager and the employee will review the trial period and assess the suitability of the move. If it is determined that it was not a success (by either party).

8.8 Refusal of Suitable Alternative Employment

In cases of potential redundancy the municipality has an obligation to offer suitable alternative employment if it is available. An employee who unreasonably refuses an offer of suitable alternative employment, or declines to attend an interview for a position that may present such an opportunity, will risk losing any entitlement to severance or redundancy payment. If the reasons for declining are acceptable to the municipality, the latter will not apply.

8.9 Redeployment to a Lower Graded Post – Pay Protection

Pay protection arising for placement purposes is only applicable if all of the following conditions apply:

- When alternative placement in a position arising as a result of a potential redundancy
- For employees who have a minimum period of 5 years continuous service within the municipality.
- To a maximum of one grade difference and
- To a maximum period of 2 years.

9 SECONDMENT

An Employee can either be seconded to another Municipality, or to another post within the Garden Route District Municipality, for a period as agreed upon by all parties and on the same conditions of service he currently enjoys at the Garden Route District Municipality and in terms of the provisions of this policy.

He undertakes and agrees to obey any lawful instruction and perform any function given to him by the Municipal Manager or his assignee of the Employer.

The Employee agrees to report to a working station as assigned to him by the Municipal Manager or his assignee of the Employer.

The Employee's hours of work will be determined in accordance with the requirements of the Employer and the standard norms applicable to the employees of the Employer, if seconded to another Municipality.

The Employer agrees to pay the Employee subsistence and travelling claims in terms of the Employer's Substance and Travelling Policy, if seconded to another Municipality.

The secondment period may be extended by agreement of all the parties in writing on the conditions that they agree on in the extension agreement.

10 ADDITIONAL ALLOWANCE

- 10.1 Additional work to the current or primary roles and responsibilities performed by a GRDM permanent employee in another Section including within the same department.
- 10.2 The additional responsibility allowance will be paid only if the employee duly appointed assumes such responsibilities for a period of not less than three (3) uninterrupted months. The period of performing the additional responsibilities may not be more than nine (9) months.
- 10.3 Additional responsibilities shall include work undertaken to complete a specific task or a project in another section or department.
- 10.4 Additional responsibility and Secondment/seconded are used interchangeably in this Policy.
- 10.5 Where an employee is required to, in addition to his/her normal duties, also perform the additional duties, such an employee will be paid an additional responsibility allowance for the period approved by the Municipal Manager which will include public holidays and compulsory closing of the office.
- 10.6 The appointed/seconded official must comply with minimum qualifications and/or relevant experience and/or potential to perform in the position to which he/she is going to assume additional responsibilities.
- 10.7 No approval shall be granted to an employee to perform additional responsibilities unless in the opinion of the Executive Manager the employee to be appointed possesses technical abilities and or experience that can bring a positive turnaround in the section/department that is experiencing deficiencies. The recommendation of the Executive Manager must be approved by the Municipal Manager before such an appointment can take effect. The additional responsibility allowance will be determined at 15% of the basic salary of the employee who assumes additional responsibilities.
- 10.8 No employee will qualify for both additional responsibility allowance and acting allowance at the same time.

- 10.9 Where sickness, absence or ill health during such an appointment (performing additional responsibilities) gives rise to operational difficulties, another employee can be appointed to carry out the duties.

11. RELOCATION ALLOWANCE

This allowance is only applicable in cases where the municipality transfers/relocate the employee from his/her current location (town) to another location (town).

Council resolved as follow with regard to the Relocation Allowance being increased from R60 000.00 to R75 000.00 on the 23rd of November 2015 **(DC959/11/15)**:

1. That the Relocation Allowance to an amount of R75 000.00 be applicable for the 2015/2016 financial year subject to proof of expenditure.
2. That the Relocation Allowance escalates annually based on the percentage of the annual salary increases as from 1 July.
3. That the Relocation Allowance of R75 000.00 be considered with the adjustment budget."

On the 23rd of June 2016, Council **(DC1087/06/16)** resolved that the Relocation Allowance will be approved, subject to proof of expenditure:

1. That the content of the report be noted.
2. That the actual costs of relocation will be approved / paid subject to proof of expenditure.
3. That the following criteria will be applicable to relocation:
 - School expenditure (maximum of 2 children)
 - Curtains (maximum amount of R6000.00)
 - Bond costs (old and new and cancellation cost)
 - Transport cost (removal costs)

Council decided to rescind the decision above of the proof of expenditure on 31 July 2017 **(DC192/07/17)**:

1. That the revised Placement Policy be approved.
2. That the previous Council resolution DC 1087/06/16 dated 23 June 2016, regarding relocation allowance as reflected in paragraph 11.4 of the Policy, be rescinded.

12. DISPUTE RESOLUTION

- 12.1 Where a dispute may arise, this should be referred to the relevant structures for internal resolution (grievance procedure).

- 12.2 All parties shall be heard in the dispute resolution process.
- 12.3 In the event of the dispute not being resolved internally, it should be referred to SALGA.

13 IMPLEMENTATION AND REVIEW OF THE POLICY

This policy will be implemented and effective once approved by Council, and the policy will be reviewed annually or as and when acts/regulations changes.