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**PROMOTION, TRANSFER,  
SECONDMENT POLICY**

Policy Adoption Date:	13 DECEMBER 2018
Resolution Number:	C   05   12   14
Authorised Signature:	

## *Table of Contents*

1. DEFINITIONS.....	3
2. OBJECTIVES.....	3
3. APPLICABILITY .....	3
4. PROMOTION.....	3
5. PROMOTION PROCEDURE .....	4
6. TRANSFERS .....	5
7. SECONDMENT.....	5
8. ROLES AND RESPONSIBILITIES.....	6

## 1. DEFINITIONS

- **Acting** means temporarily serving in a position in the absence of the position holder.
- **Promotion** means the advancement of an employees position within the municipality.
- **Secondment** means the temporal transfer of an employee to another municipality or public organisation.
- **Transfer** refers to the lateral movement of an employee within the same grade from one job to another without a change in remuneration.

## 2. OBJECTIVES

- 2.1. To ensure that the employees are promoted, seconded and transferred appropriately and in line with operational requirements of the municipality.
- 2.2. To regulate secondment and transfer of employees across the municipality's departments and workplaces in line with operational requirements, ill-health and / or to fill vacancies.

## 3. APPLICABILITY

- 3.1 This Policy is applicable to all employees of the municipality and excludes the Municipal Manager and Section 56 managers.

## 4. PROMOTION

- 4.1. An employee who is appointed to a post that is higher than the one that he or she previously occupied is deemed to be promoted to that post.
- 4.2. An employee is deemed promoted through the upgrading of the occupied post through job evaluation.
- 4.3. A promoted employee may not be subjected to a probation period.
- 4.4. An employee who is promoted does not forfeit his or her years of service and the benefits that accrue from those years of service.

- 4.5. An employee shall be promoted only in there is a vacancy in a higher post.
- 4.6. An employee who expresses interest in a position will not jeopardise his / her current position or future job opportunities.
- 4.7. An applicant who canvasses support with a view to be promoted in the service of the municipality shall be disqualified for such promotion.
- 4.8. The municipality encourages 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.
- 4.9. The municipality shall endeavour to fill vacant position(s) earmarked for promotions with the best qualified and best suited candidates.

## 5. PROMOTION PROCEDURE

- 5.1. The line manager and or head of department shall identify employees eligible for promotion.
- 5.2. An employee's eligibility for promotion shall be evaluated through a number of criteria including but not limited to:
  - a) Work Performance
  - b) Knowledge and skills
  - c) Behaviour
- 5.3. The Human Resources Department shall issue the intention to promote an employee for 7 days.
- 5.4. The Human Resources Department shall receive all submissions related to the intention to promote an employee and relay them to the relevant section head or manager.
- 5.5. The relevant section head or manager shall provide responses to raised questions, concerns or grievances regarding the intention to promote an employee.
- 5.6. The section head or manager shall implement the decision to promote an employee after responding to submissions.
- 5.7. Should a grievance raised on the intended promotion not be resolved at the implementation of promotion, the matter should be resolved through the grievance policy procedure.

## 6. TRANSFERS

- 6.1. The transfer of an employee may be undertaken by the municipality at its discretion to meet its human resources requirements or for disciplinary reasons.
- 6.2. 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 the Human Resources section.
- 6.3. The transfer of an employee from one location to another within the boundaries of the municipality requires written approval from the Municipal Manager or nominee.
- 6.4. The transfer of an employee from one location to another due to operational reasons or work structure aligned to service delivery cannot be refused by an employee.
- 6.5. The transfer of an employee shall not impact or influence negatively the employee's conditions of service including remuneration.
- 6.6. An employee shall be transferred only in the event of an existing vacant post, unless determined otherwise.
- 6.7. Where an employee is transferred for disciplinary reasons such transfer shall be preceded by the invoking of the disciplinary procedures.
- 6.8. The transfer of an employee can be either permanent or temporal.

## 7. SECONDMENT

- 7.1. Any employee may be seconded to another institution or organ of state in a manner guided by terms and conditions.
- 7.2. Any employee may only be seconded to:
  - a) Another institution in consultation with the relevant executive and accounting authority of the seconding and recipient institution;
  - b) An organ of state other than an institution on request of the organ of state and in consultation with the relevant authority of the seconding organ of state.
- 7.3. An employee may be seconded if:
  - a) They possess the required knowledge and skills for the intended position at the time of secondment;
  - b) The employee requests or consents to the secondment.

- 7.4. The secondment of an employee shall be requested by a departmental head to the Municipal Manager through the Human Resources department, indicating all service delivery and financial benefits and/ or reasons for the secondment.
- 7.5. The remuneration and conditions of service of the seconded employee shall be agreed between executive and / or accounting authorities of the transferring and recipient organisation.
- 7.6. The seconded employee may not be subjected to remuneration and conditions of service that are less favourable than those in which the employee was employed immediately before the secondment, unless the employee consents.

## 8. ROLES AND RESPONSIBILITIES

The Municipal Manager or his / her nominee accept overall responsibility for the implementation and monitoring of the policy.