



**Molemole Municipality**

**INTERNAL TRANSFER AND  
PLACEMENT POLICY**

## **1. DEFINITIONS IN TERMS OF THE PLACEMENT AND TRANSFER POLICY**

**Transfer** in this policy entails an internal arrangement by the municipality to move an employee from one office to another to close operational gaps in the interest of the municipality and in line with the prescripts in the Municipal Systems Act.

**Placement** is the process of reassigning the roles and responsibilities of employees from one position to the other in order to close operational gaps in the interest of the municipality and in line with the prescripts in the Municipal Systems Act.

**Direct Placement** is the process of appointing an employee directly in the same or similar post.

**Selective placement** is the process of selecting an employee to be appointed to the same or similar post where more than one employee could be placed into that post (i.e. the post is competitive)

**Deployment** is the process in which an employee is appointed to another post which reflects contractual changes in respect of location, status, or job content.

**Redeployment** is the process of appointing a displaced employee from the corporate pool to a post according to the operational needs of the organization.

**Substantial** in terms of this policy, the job content should be 70% or more/larger portion thereof.

**Job content** is a written summary of the incumbent's main functions or key performance areas.

## **2. OBJECTIVES**

- To effectively manage the internal transfer process and placement
- To ensure effective and orderly service delivery in the interim within the Molemole Municipality until the placement of staff in the new organizational structure.
- To develop a fair placement and internal transfer procedure that is free of disputes.
- To fully involve the Trade unions as representatives of employees, in the process of meaningful joint consensus seeking process. The purpose of this will be to alleviate fears and uncertainties and generally encourage constructive participation in the process.

- To communicate the process transparently and non- selectively to employees and their representatives at all times.
- To develop a clear process in dealing with internal transfer and placement.
- To ensure continuity of employment and that every attempt is made to ensure that all reasonable alternatives are explored and retrenchments becomes the last resort.
- To develop a process that facilitates a smooth transition to the transfer and placement of employees in the new Organogram.

### **3. PRINCIPLES**

- The process should encourage high- level employee involvement and promote Trade Union participation.
- The parties will engage in a meaningful joint consensus seeking process in good faith with the intention of agreeing on a transfer and placement policy.
- Employees shall not be moved from one location to another without the job functions to be performed.
- The incumbents in acting positions have no superseding right to permanent placement or transfer within those positions.
- Transparency must underpin the whole process regarding decision making and implementation.
- All employees to be placed must be suitably qualified or have the capacity to become suitably qualified within a reasonable period of time in respect of the specified suitable posts.
- Task job evaluation will determine the appropriate grading of the employees affected by the placement.
- The process will adhere to the principle of fairness in line with relevant legislation.
- Training and support will be provided to employees likely to be affected by internal transfer and placement

### **4. INTERNAL TRANSFER AND PLACEMENT**

**4.1** All internal positions transfers and placement should be subject to a sound operational requirements from municipal manager and or senior managers. HR shall facilitate the consultation process to ensure consistency. It is the Municipal Manager's sole prerogative to transfer and place employees in consultation with relevant parties.

### **4.2 INTERNAL TRANSFER AND PLACEMENT PROCESS**

- Municipal manager and or senior managers must provide a sound operational reasons or business case that require placement and or internal transfer of employees.
- The internal transfer and placement must be based on the urgent structural changes of the municipality consistent to the integrated development program of the municipality.
- Notice of the municipality's intention to transfer and place employees in other position has to be issued to the employees likely to be affected by the decision prior to the consultation process.
- Affected employee/s shall be allowed to be represented by a shop steward or co-worker during the consultation process.
- Consultation to start immediately after the notice is issued.
- The consultation process should take a shape of meaningful joint consensus seeking process and attempt to reach consensus on appropriate measures to deal with internal transfer and placement.
- Only the Municipal manager shall approve the placement and transfer of employees

## 5. CRITERIA FOR TRANSFER AND PLACEMENT

Transfer and Placement to a post in the new Organogram shall be undertaken in accordance with the following matrix:

CRITERIA	PROCESS
1. Job contents the same and post levels the same (i.e. 100% match)	Direct Placement
2. Job contents substantially the same and the post level the same (i.e. not identical but largely the same).	Direct Placement
3. Job contents the same or substantially the same and the post level the same <b>if more candidates than posts.</b>	Selective placement and potential displacement of unsuccessful candidates into corporate pool if no deployment opportunities exist.
4. Job contents substantially the same and the post level higher.	Selective placement and potential displacement of unsuccessful candidates into corporate pool if no deployment opportunities exist.
5. Job contents changed and post level the same.	Deployment or placement
6. Job contents decrease and post level lower.	Deployment or placement
7. Job contents increase and post level higher.	Deployment or placement

8. New Posts	Deployment or placement
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**6. NEW POSTS NOT ON THE CURRENT ORGANOGRAM**

**6.1 GUIDELINES FOR THE PROCESS**

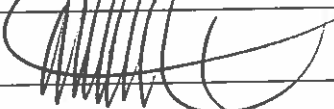
- Job description must be completed and validated before transfer and placement begins.
- All posts of the same level or higher, with more than one qualifying candidate will be filled in accordance with objective criteria based on and or suitably qualified.
- Employees must be notified in writing of their offer of placement or internal transfer.
- The transfer and placing process is to be done in accordance with sound operational reasons.

**7.2 ADMINISTRATIVE PROCESS AND PROCEDURE**

- It is the responsibilities of line manager to consult with the HR Department to ensure that the policy is followed to the latter
- There must be a record of the discussions pertaining to the transfer and placement of employees.

**POLICY REVIEW**

The policy shall be reviewed annually and as when it becomes necessary to do so.

<b>Signature:</b>	
<b>Initials and Surname:</b>	ME PAJA
<b>Designation:</b>	MAJOR
<b>Council Resolution Number:</b>	06/7.3.2 / 30/05/23
<b>Council Date:</b>	30/05/2023