

**SIYANCUMA
MUNICIPALITY MUNISIPALITEIT**



Policy Title	Study Aid And Study Leave Policy 2024/25
Policy Author/Custodian	CORPORATE SERVICE
Council Approval Date	21 May 2025
Council Resolution No	21/05/2025/10.1.1
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Reference NR	P1

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1. OBJECTIVES

Council's study aid and leave policy is aimed at:

- (a) Enabling permanent Council employees to undergo formal part-time study, modular, training by means of financial assistance in the form of a study aid bursary and leave concessions in order to enable its employees to better qualify themselves for posts on Council's staff establishment, to in this way facilitate personnel development.
- (b) Identifying expertise that Council has a need for and to develop this to the benefit of Council to in this way ensure higher quality employees for Council; and Council shall undertake to annually budget, within its financial means, an amount to enable the training of its employees.
- (c) This policy shall be applied in conjunction with the Collective Agreement.

2. QUALIFYING REQUIREMENTS

2.1. In the normal course of events Council shall recognise only qualification standards that are recognised by the SAQA and that take place at statutory recognised educational or academic institutions.

2.2. Recognised educational or academic institution where it appears in this policy shall be taken to refer to one of the following:

- (i) South African University
- (ii) University of Technology
- (iii) Technical College
- (iv) A government / SAQA approved institution

2.2. The courses or subjects selected shall be confined to those courses directly linked to operational activities of Siyancuma Municipality, especially as espoused in the Integrated Development Plan.

2.3. The courses or subjects selected of study shall be confined to the Siyancuma Municipality working environment as well as the functional and career development activities of specific employees.

2.4. Should the request for a study allowance and / or leave concession not comply

with the above mentioned, an employee will be requested to provide a motivation for career change, provided that such career change is in the interest of the municipality.

- 2.5. Study aid or leave applications must be properly motivated and be supported by the head of the department for recommendation for the approval by the municipal manager.
- 2.6. Departmental head must recommend the study aid or leave in terms of the qualifying requirements.
- 2.7. Departmental head must take into account the implication of recommended study leave in terms of service delivery.

3. CRITERIA FOR ALLOCATION OF STUDY AID

All applications must be assessed / prioritised according the following criteria:

- Approval from the training committee
- Subject to availability of funds and training budget
- Subject to service period or contract obligations – 12 months
- Or for the benefit of the organisation
- All studies must be undertaken at an approved institution (within South African Borders), unless otherwise decided by the Municipal Manager.

a) Priority Number one

All employees in technical services Department.

b) Priority Number Two

Employees who must obtain a qualification in order to meet the requirements of the post which they currently occupy. Employees who are current study aid holders, and must still complete their studies

c) Priority Number three

As determined in the Workplace Skills Plan, IDP and Employment Equity Plans.

d) Priority Number four

Employees who want to study towards their first qualification up to and including Grade 12.

e) Priority Number Five

Employees who are studying for self-development within the context of local government and public service in general.

4. APPLICATION PROCEDURE

- 4.1. Application or study bursaries must be done on the form prescribed for this purpose and must be completed in full by the employee. Application forms and contracts will be made available from Human Resources on request (Application form must be accompanied by a motivation for readiness to study). All applications must be submitted through the registry office.
- 4.2. The form must be submitted directly to the Departmental Head (after approval has been obtained from the Divisional Head) at least two weeks before the closing date for submission. No applications that are received after the due date will be considered.
- 4.3. All applications should be submitted by end of March for Semester two intake and by September for Semester 1 intake each year.
- 4.4. Applications must be accompanied by a quotation/fees structure from accredited educational institution that the employee complies with the entrance requirements for the course concerned.
- 4.5. Applications must be accompanied with the fees of the said course.

5. STUDY FEES

- 5.1. The term "study fees" will be deemed to include registration, class and examination fees, but will not include any penalties that are imposed by the educational institution or membership of any student body. Council will pay the study fees in full directly to the educational institution.
- 5.2. The employee must submit documentary proof by means of a statement, account or invoice on which the study fees that are payable are fully specified and defined.
- 5.3. If an employee has paid the fees, he/she may claim reimbursement on submission of documentary proof of the said amount. Reimbursement claims may not be submitted after more than six calendar months.

5.5. If an employee fails a subject/module, he/she must repay to Council the fees in respect of the subject/module that he/she had failed within a period as determined by the Municipal Manager or his nominee. If an employee fails the subject/module for a second time, financial assistance for the specific subject/module will be totally withdrawn and the employee must repay to Council the cost of the subject/module that he/she had failed.

5.6. Council will pay no amount in respect of book costs, equipment, stationery, class notes, travel costs or tools.

5.7. In the case of new employees Council will repay the study fees for approved courses from the year in which they had joined Council, on condition that they have been employed by Council at registration for that year and that they are employed by Council on the successful completion of their studies.

5.8. Employees who enrolled for a recognised course at an educational institution must sometimes pay exemption fees for subjects/modules that were passed at another educational institution. Such exemption costs will not be paid by Council.

6. LEAVE

6.1. Study Leave: Personnel Leave Regulations

6.1.1. Special leave is calculated on the basis of two days prior to writing an exam and being granted for each day that the employee writes an approved examination, an additional two days may be granted for the preparation of such exams. If the employee is due for supplementary exam, no additional days will be granted for preparation. Such leave may be taken only in the period after the date on which the employee had submitted the appropriate examination timetable until the last day on which he/she is writing such examinations.

6.1.2. Approval of study leave will not be granted in respect of subjects/modules that are repeated for a second / third time, or for supplementary examinations.

6.2. Obligatory Full-Time Attendance for Practical Courses/ Assignment

6.2.1. In the case of obligatory full-time practical assignments and group projects employees may be granted a maximum of five working days' study leave per annum – in addition

to the study leave granted to prepare for examinations. The educational institution must provide proof of the obligatory aspect.

6.3. Leave will be awarded subject only to service requirements

6.3.1. Applications for leave for study purposes must be submitted on Council's official leave form at least two weeks before the commencement of the leave for study purposes. Applications must be accompanied by the official examination timetable of the educational institution, and/or an official statement by the educational institution concerned that the attendance of classes is obligatory together with the times when such classes have to be attended.

7. NUMBER OF YEARS FOR WHICH ASSISTANCE IS GRANTED

(Subject to compliance with terms as set out in "Employee obligations" below.)

7.1. Assistance to study for approved qualifications will be awarded to employees for the course period. This period may be extended at the discretion of the Municipal Manager.

7.2. However, if an employee has been granted "leave of absence" by his/her academic institution, or if he/she decides to postpone his/her studies, the study aid period may be extended by a corresponding period, at the discretion of the Municipal Manager. No financial assistance will be provided in the period of postponement or "leave of absence".

8. EXAMINATION RESULTS.

8.1. Employees will be obliged to submit their examination results to the Human Resources Division within one month of receiving the said results, as proof that the examinations were taken on the days for which leave had been granted to them for study purposes.

9. EMPLOYEE OBLIGATIONS

9.1. Leaving Council's service

9.1.1. An employee will be required to remain in Council's service for a period of one year for each year for which concession was granted or financial assistance was received.

9.1.2. This required period will come into effect annually on the date on which the last

examination for that year is written. Where no examination was taken, but a thesis was submitted, the required period will come into effect 365 days after the registration date in respect of that year.

- 9.1.3. If an employee leaves Council's service before completing his/her studies, the employee will have to repay the amount which at that stage had been paid by Council on behalf of the employee in terms of the study bursary concerned or leave days taken.
- 9.1.4. The employee will be liable for all costs of legal action instituted against him/her to recover monies owed to Council for study purposes, including interest at the current prime rate, from the date on which such monies are due to Council as well as legal costs on a scale of attorney to attorney and/or attorney to client and collection commission.
- 9.1.5. If an employee leaves Council service for any reason whatsoever after financial assistance has been given and before the period within which he/she is required to remain in council's service has expired (including dismissal, but excluding death or legal inability to carry out duties), he/she will be liable for the immediate total repayment of the registration, class and examination fees that Council has paid on his/her behalf in terms of the study aid scheme.

9.2. Withdrawal of assistance

- 9.2.1.1. If in the first two years of study an employee does not pass at least two subjects in respect of a course leading to a university degree or diploma, or four subjects in respect of any other diploma/certificate course, assistance in terms of the study aid scheme will be withdrawn and the employee will be required to repay the registration, class and examination fees that Council has paid on his /her behalf in respect of the study course concerned over a period as determined by the Municipal Manager or his nominee (at the standard rate as applicable from time to time).
- 9.2.1.2. Apart from employees meeting the criteria for further assistance they will be required to repay all monies in respect of failed subjects /modules. If assistance to an employee has been withdrawn in respect of the above-

mentioned, the amount owing will not be proportionally decreased.

- 9.2.1.3. For all the registered modules irrespective of whether it was passed or failed.

If in the opinion of the employee's Departmental Head there are circumstances that justify the postponement of the particular period, the Municipal Manager may postpone such a period by one year.

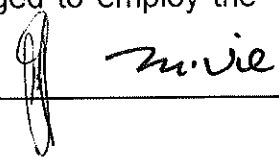
- 9.2.1.4. If on expiry of the above-mentioned two-year period the employee did not make reasonable progress with his/her studies (as determined by the Departmental Head), the Municipal Manager on recommendation of the Departmental Head concerned may withdraw assistance with regard to the study aid scheme. In such a case the employee will be required to repay to Council all monies paid by Council on his/her behalf in respect of the study course concerned, in terms of the provisions as set out in the previous paragraph.

9.3. Employee undertaking

- 9.3.1. Applications for study aid must be submitted on the form prescribed for this purpose. The form must be submitted directly to the office of the MM on or before closing date of the Siyancuma bursary applications.
- 9.3.2. Application forms and contracts will be available on request from the Human Resources Division or Registry.
- 9.3.3. An employee who has been awarded assistance in terms of Council's study aid scheme must undertake in writing to adhere to the provisions as set out in paragraphs (a) and (b) of this section.
- 9.3.4. He/she must also in writing irrevocably authorise the Finance Department to deduct any amounts owing by him/her to Council in terms of the provisions of the scheme from his/her salary and/or other monies due to him/her, including pension funds,

10. TERMINATION OF SERVICE: CONTRACT PERIOD

- 10.1. Council reserves the right to at any time terminate an employee's employment period, irrespective of whether or not the employee has entered into a contract with Council, and Council will in no way whatsoever be obliged to employ the



employee for his/her "contract period". Council has the right to waive an employee's contractual obligation in the case of dismissal. Council will waive an employee's contractual obligations in the case of personnel reduction.

10.2. All monies owed by the employee to Council in terms of his/her study aid contract on termination of service will, subject to the provisions of section 37 of the Basic Conditions of Employment Act, 1997 (Act 75 of 1997), be deducted from his/her salary or pension payments, provided that if the study fees are not repaid to Council on the last day of the employee's service due to one reason or another.

11. PENALTIES

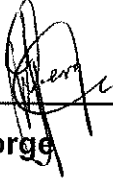
Non-compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

12. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum must be incorporated into the policy.

13. Council Resolution NR: 21/05/2025/10.1.1

14. APPROVAL

Signature:  Date: 21 / 05 / 2025

Johannes George
SPEAKER

Signature:  Date: 21 / 05 / 2025

Madoda Vilakazi
MUNICIPAL MANAGER



SIYANCUMA MUNICIPALITY

Agreement entered into between

SIYANCUMA MUNICIPALITY

herein represented by the **Municipal Manager**, duly authorised thereto by virtue of the Delegation of Powers and Duties (hereinafter referred to as the "Municipality").

AND

Employee:

.....
(ID: _____)

WHEREAS the employee has been appointed in a permanent capacity in the Department.

WHEREAS the Municipality has selected the employee to receive Study assistance for

..... (hereinafter referred to as the "course") which course is presented

by..... (hereinafter referred to as the "training institution"), from

.....to(hereinafter referred to as the "training period"); and

THEREFORE IT IS HEREBY AGREED AS FOLLOWS:

1. The Municipality shall on behalf of the employee pay the amount of study fees for the course which may be required directly to the institution.

2. The employee undertakes to attend the course at the Training Institution and to successfully complete it within the period allowed by the Training Institution and by the Municipality.
3. The employee undertakes to serve the Municipality, after the expiry of the training period at the Training Institution, provided that the period of service cannot be served simultaneously with any other period of service which the employee may owe the Municipality in terms of any other undertaking or contract.

Note: Service binding will therefore be for__years for the amount of _____. The service period has been determined as explained above.

4. In the case of dismissal from the Municipality's service prior to completion of the period of service or upon non-fulfilment of the undertakings referred to in clause 3, the employee shall be obliged and hereby undertakes to refund to the Municipality immediately all moneys referred to in clause 1 and which the Municipality has paid.
5. The Municipality may at any time withdraw the employee from the course if –
 - 5.1 the Municipality, through the Manager is of the opinion that the employee is guilty of misconduct; either through written confirmation by the Training Institution,
 - 5.2 If the employee is withdrawn from training in terms of clause 4 or if he/she for any other reason whatsoever does not complete the course successfully while he is in the Municipality's service, the employee shall be obliged and hereby undertakes immediately to refund to the Municipality all the moneys referred to in clause 1, which the Municipality paid during the training period.
6. Should the employee fail to pay to the Municipality any of the money which may be payable in terms of the provisions of his agreement promptly and in accordance with the provisions of this agreement, then and in such case the Municipality shall be entitled –

- 6.1 if the employee is still in the Municipality's service, to set off against and deduct from the employee's salary which he receives from the Municipality, the outstanding amount of the employee's debt in terms of this agreement, in a lump sum or at an amount per month, as the Municipality may determine; or
- 6.2 if the employee has resigned from the Municipality's service or is dismissed, to set off against and deduct from the employee's salary, leave moneys as calculated in terms of clause 5 or any other monetary benefit due by the Municipality to the employee, the outstanding amount of the employee's debt in terms of this agreement, or any other portion thereof: Provided that nothing contained in this paragraph shall detract from any other legal remedies at the Municipality's disposal in order to recover from the employee any debt arising by virtue of this agreement.
7. The Municipality may in its sole discretion at any time exempt the employee from the payment of any amount or portion thereof for which he/she is liable in terms of this agreement, should the employee's liability arise as a result of circumstances beyond his control.
8. Where no provision is specially made in this agreement for any contingency, such instances shall be dealt with in terms of the provisions of the Municipality's conditions of service or in terms of agreement between the Municipality and the employee.
9. The employee chooses **domicilium citandi et executandi**, and for the purposes of any notices or the serving of any document arising from this agreement, the following residential address:

.....
.....
.....
.....

10. The employee agrees upon signing hereof to the jurisdiction of the Magistrate's Court in terms of sections 28 and 45 of the Magistrates' Courts Act, No 32 of 1944, in respect of any action arising from this agreement, the cancellation thereof or any related matter.

SIGNED by the employee at Douglas on this day of 20.....

.....
Signature of Employee (print name in
full) Staff Number:.....

WITNESSES:

1.

2.....

SIGNED on behalf of the Siyancuma Municipality on this.....day of20.....

.....

Municipal Manager

WITNESSES:

1. Corporate Services Manager:

2. Skills Development Facilitator:

**SIYANCUMA
MUNICIPALITY MUNISIPALITEIT**



Policy Title	Placement Policy 2024/25
Policy Author/Custodian	CORPORATE SERVICE
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1. PREAMBLE

The Municipality acknowledges that placement of staff members is highly significant in the human resources system as it improves staff member morale, reduces staff member turnover, reduces absenteeism, reduces work-based accident rates, and avoids a misfit between the candidates and the jobs. Furthermore, the Municipality recognises that placement of staff members helps the candidates to work as per the predetermined objectives of the Municipality.

2. PURPOSE

The policy's purpose is to provide a standard framework for placement of staff members within the Municipality, arising out of new appointments, promotion, transfers, secondments, demotion, or organisational restructuring.

3. SCOPE OF APPLICATION

This policy applies to all staff members of the Municipality.

4. LEGISLATIVE AND POLICY FRAMEWORK

- Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996)
- Municipal Systems Act, 2000 (Act No. 32 of 2000)
- Municipal Structures Act, 1998 (Act No. 117 of 1998)
- Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- Labour Relations Act, 1995 (Act No. 66 of 1995)
- Employment Equity, 1998 (Act No. 55 of 1998)
- Skills Development Act, (Act No. 97 of 1998)
- Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- National Skills Development Strategy
- National Qualifications Framework
- South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
- Minimum Wage Act, 2018 (Act No. 9 of 2018)
- Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- South African Local Government Bargaining Council (SALGBC): Collective Agreements

5. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the Regulations or applicable legislation, or as defined and / or explained in the Glossary of Terminology in the Human Resources Policies Manual.

6. PROBLEM STATEMENT

Too many staff placed in positions where they are not competent in.

7. POLICY PROVISIONS

7.1 PLACEMENT OF A NEW STAFF MEMBER

Placement of a new staff member starts with the Municipality advertising an invitation of applications from candidates for a specific post. The advertisement contains job descriptions and job specifications in detail. When a candidate has been selected through the recruitment and selection policy, that candidate is appointed and duly placed in a position that was advertised earlier.

7.2 PLACEMENT OF A SERVING STAFF MEMBER

Placement of a serving staff member is an assignment, or re-assignment, or redeployment of a staff member to a new or different job. Placement in this regard includes promotion, transfer, permanent secondment. Therefore, placement is arising out of a decision or process of promotion, transfer, demotion, permanent secondment, or restructuring. No employee shall be demoted as a result of an organisational restructuring.

7.3 PRINCIPLES OF PLACEMENT

In all placement processes, the Municipality shall apply the following principles and in instances of redeployment and/or reassignment, the employer shall provide relevant training in the transition:

- 7.3.1 Candidates shall be placed on the job according to the requirements of the job. The job shall not be adjusted according to the qualifications or requirements of the candidate. Job first, candidate next, shall be the principle of placement.
- 7.3.2 The job shall be offered to the candidate according to his / her qualification. This shall neither be higher nor extremely lower than the qualification. To fill the job with candidates who have at least the minimum required qualifications ensures making the best possible use of their talents, given available job constraints.
- 7.3.3 Placement slot shall be ready before the joining date of the selected candidate.
- 7.3.4 The staff member shall undergo induction in the Municipality. He or she shall also be made aware of the code of conduct and ethics.
- 7.3.5 The placement in the initial period may be temporary as changes are likely after the completion of training, or probation. The staff member may be later transferred to the job where he / she can do better, provided prior planning for that possibility was worked

out explicitly with the HRM Unit and the affected departments when the placement process (either for serving staff member or new staff member) was started.

- 7.3.6 While introducing the job to the new staff members, an effort shall be made to develop a sense of loyalty and co-operation in him / her so that he / she may realise his / her responsibility better towards the job and the Municipality.

7.4 PLACEMENT PITFALLS TO AVOID

- 7.4.1 The Municipality shall not use placement practices that look at the individual candidate but not at the job.
- 7.4.2 For independent jobs (i.e., where activities of one staff member have little bearing on the activities of the other staff members) each staff member shall duly be evaluated between his / her capabilities and the interests and those required on/ the job.
- 7.4.3 For sequential jobs (i.e., where job activities of the staff member are dependent on activities of fellow staff members such as in the production line), placement shall ensure that each staff member is evaluated on their capabilities and the interests and those of the related jobs in sequence.
- 7.4.4 For pooled jobs (i.e., where the jobs have a high degree of interdependence among activities and the final output is the result of contributions of all staff members), each staff member is evaluated on their capabilities and the interests of the team required to deliver the expected outputs.

7.5 CLASSIFICATION GUIDELINE FOR STAFF MEMBER PLACEMENT

The following shall be carried out:

- 7.5.1 Collect details of the staff member;
- 7.5.2 Construct his / her profile (qualifications and person specifications);
- 7.5.3 Determine which sub-group profile to job family profile;
- 7.5.4 Determine which job family profile does subgroup profile best fit;
- 7.5.5 Assign the individual to job family; and
- 7.5.6 Assign the individual to specific job after further counselling and assessment.

7.6 PLACEMENT DUE TO ORGANISATIONAL RESTRUCTURING

- 7.6.1 The Municipality shall review its organisational structure, and along it the remuneration strategy and funding of filled posts and vacancies every year prior to adoption of the IDP. This review may have, among others, financial and geographical redeployment

implications, as well as involve intra- and inter-departmental transfers, and temporary or permanent redundancy. The employer shall explore options to retrain and assist in creating opportunities for excess staff when posts are deemed redundant.

7.6.2 The placement of staff members following the review shall avoid disruption of effective and efficient delivery of services and may not be used as a punitive measure against staff members, or to promote or demote staff members.

7.6.3 The following measures shall be used to place staff members after organisational restructuring or review and the employer shall explore efforts to offer employees alternative opportunities within the municipality:

- (a)** Place existing staff members first
 - (i)** Every attempt shall be made to place existing staff members into posts created in the reviewed structure.
 - (ii)** If no placement in terms of the agreed criteria can be made, the Municipality shall advertise the post and fill it with the most suitable external candidate.
 - (iii)** New or posts with major changes shall be advertised and filled using the recruitment and selection policy and this policy.
- (b)** Place staff members on a close match basis
 - (i)** Staff members are to be placed in the reviewed structure on a close match basis. This means that an existing staff member's profile (*i.e.*, *qualifications, experience, and competencies*) shall be matched against the *job description* of the new / reviewed post on the reviewed organisational structure, not the post designation.
 - (ii)** Where more existing staff members are a close match to fewer posts, the Municipality's Employment Equity Policy shall be applied.
 - (iii)** If candidates remain tight at this point, and no near matches exist in other posts, staff members shall be placed through additional criteria to be devised by the Placement Committee and agreed-upon in the Local Labour Forum. Such criteria may include, but not limited to, *Last in First out (LIFO)*.
- (c)** Placement Committee
 - (i)** A Placement Committee shall be created as a sub-committee of the Local Labour Forum, consisting of equal numbers of management and representative staff member union, with a minimum of four (4) members and eight (8) members.
 - (ii)** The Placement Committee shall be responsible for:
 - (aa)** Deliberating and reaching consensus on the placement of existing staff members into posts in the new structures, and objections; and

(bb) Determination of *additional criteria* for placement in cases where there are more candidates than funded positions.

(d) Classification of Posts and Placement Measures

Classification of posts and respective placement measures shall be as follows:

(i) Unchanged Posts

These are posts with no changes in job descriptions and / or geographical location. The current incumbents in these regards get automatic placements in such posts.

(ii) Minor Changed Posts

These are posts involving minor changes to the job descriptions, with no material effect on the level of responsibility. It might also involve a mere change in title without a change in duties listed in the job description. The current incumbent in these regards gets placement preference first, but with a strong emphasis on the acquisition of skills within twelve (12) months if such skills are required as a consequence of the minor changes in the job descriptions.

(iii) Major Changed Posts

These are posts with major changes to their job descriptions and responsibilities. These posts shall be evaluated and then advertised and filled as new through the recruitment and selection policy and this policy.

(iv) New Posts

These are posts that carry duties and responsibilities that did not exist in any form in the Municipality. These posts and their corresponding job descriptions shall be evaluated and duly placed on the appropriate salary grading level. The posts shall then be advertised and filled through the recruitment and selection policy and this policy.

(e) Changes in salary grade and service benefits due to placement

(i) Staff members whom the placement criteria place them higher than their current placement shall be entitled to salary and service benefits aligned to the post grading or job description of the new placement.

(ii) Staff members whose service conditions / benefits they currently enjoy or use change (*i.e. reduce or they cease to qualify to enjoy or use them, e.g. travelling allowance*) due to new placement shall, from the start date of the new placement, not have an interruption in service benefits for a period of twelve (12) months, unless that service condition / benefit is materially changed by legislation and / or collective agreement.

(f) Geographical implications of placement

- (i) Placements that result in geographical redeployment of staff members shall be carried out on the basis of the following:
 - (aa) The duties attached to such post and functions are to be delivered in another geographical area.
 - (bb) The duties attached to such post and functions are reduced and / or combined with another in order to rationalise resources for efficiency savings or impact.
 - (cc) The duties attached to such post and functions are abolished or no more necessary in that particular geographical area.
- (ii) Where it is necessary to geographically redeploy only part of a Department, the selection of staff members for redeployment in each of the affected job categories shall be carried out on following basis:
 - (aa) Call for volunteers from staff members within each job category;
 - (bb) If too many of the affected staff members volunteer to be redeployed, the selection shall be done on the basis of *First Up First Opportunity (FUFO)*; and
 - (cc) If only a few of the affected staff members volunteer to be redeployed, the selection shall be done on the basis of *Last In First Up (LIFU)*, where the staff members with the shortest service in the job category concerned shall be selected for redeployment.
- (iii) In the event a similar post is advertised and earmarked for filling at the previous geographic location within a period of twenty-four (24) months from date of redeployment, any redeployed staff member shall receive preference when they apply for transfer to that post.
- (iv) In the case of a staff member accepting geographical redeployment and resettling to a place of residence closer to the new place of work, the Municipality shall cover the resettlement costs in line with the policy on resettlement / relocation.
- (v) In the case of a staff member who is redeployed but not move his / her place of residence, the payment of the difference in the usual commuting costs may be negotiated with the Municipality, either by amendment of the travelling policy or other form of benefit in lieu of commuting costs. Such negotiated arrangement shall be incorporated in the relevant policy after consultation within the Local Labour Forum.
- (g) Redundancy

After all placement options have been applied, and after all deliberations and consensus or no consensus have been reached, and after all objections have been addressed, excess staff members shall be declared redundant and their services terminated on the basis of legislation or policy on dismissal due to operational requirements.

- (h) Publication of placement decisions

- (i) All decisions, whether by consensus in the Local Labour Forum, or in the case of no consensus by Council resolution, shall be communicated to staff members by means of a publication in a circular specifically issued for this purpose and shall be displayed on general notice Councils located at places agreed upon within the Local Labour Forum.
- (ii) All staff members shall be notified on the final outcome of the placement process by way of personalised letters, with copies to their personal files.

7.7 ROLES AND RESPONSIBILITIES

The Municipal Manager or his / her delegated assignee(s) accept overall responsibility for the implementation and monitoring of the policy. The financial implications related to implementing this policy shall be qualified and quantified by Human Resource Management Unit.

8. POLICY MONITORING AND EVALUATION

- 8.1 This policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council.
- 8.2 Non-compliance to the stipulations contained in this policy shall be regarded as breach of Code of Conduct, which shall be dealt with in terms of the Code of Conduct.
- 8.3 Head of Corporate Services shall carry out the monitoring and evaluation of the policy's implementation.

9. POLICY APPROVAL

This policy was formulated by HR Management in consultation with the Local Labour Forum.

10. Council Resolution NR: 21/05/2025/10.1.2

11. APPROVAL

Signature: _____

Date: 21 / 05 / 2025

Johannes George
SPEAKER

Signature: _____

Date: 21 / 05 / 2025

Madoda Vilakazi
MUNICIPAL MANAGER

